



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, MAY 7, 2013**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. CEREMONIAL MATTERS**

- 1) 2013/0507.01 – Swearing in and Seating of Newly Appointed Councilmember Gordon Johnson
- 2) 2013/0507.02 - Resolution Honoring former City Councilmember Bud Leonard
- 3) 2013/0507.03 - Recognition to Hilda Talavera for Commendable Performance

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**E. PUBLIC PRESENTATIONS**

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

**F. CONSENT CALENDAR**

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2013/0507.04 - Approve Minutes of the April 16, 2013 Special Meeting **(ACTION)** 2
- 2) 2013/0507.05 - Approve Minutes of the April 16, 2013 Regular Meeting **(ACTION)** 4
- 3) 2013/0507.06 - Approve Minutes of the April 23, 2013 Special Meeting **(ACTION)** 9
- 4) 2013/0507.07 - Approve Resolution No. 1201-2013 Amending Resolution 1158-2012 Adopting the Operating Budget for Fiscal Year 2012-2013 **(ACTION)** 14
- 5) 2013/0507.08 - Departmental Work Plans for 2013-2014 **(RECEIVE & FILE)** 17
- 6) 2013/0507.09 - Approve Pay Request No. 14 to Wahlund Construction/Sequoia Construction Specialties in the Amount of \$70,645.74 for Work Related to the Wastewater Treatment Plant Upgrade and Disposal Project **(ACTION)** 32
- 7) 2013/0507.10 - Approve Employment Contract Amendment with Chief of Police Hill **(ACTION)** 44

#### G. SPECIAL PRESENTATIONS

- 1) 2013/0507.11 - City Engineer Project Status Report - Merritt Perry

#### H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2013/0507.12 - Approve Change Order No. 5 for Wahlund Construction/Sequoia Construction Specialties Related to the Wastewater Treatment Plant Upgrade and Disposal Project Notice of Substantial Completion **(ACTION)** 45
- 3) 2013/0507.13 - Review/ Approve City Councilmember Assignments to Various Boards, Committees, Commissions and JPA's **(ACTION)** 51

#### I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

#### J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police - **Monthly Police Report for March & April 2013** 53
3. Finance Director -

4. Community Development Director

K. COUNCIL REPORTS/COMMUNICATIONS

L. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS  
FOLLOWS: **No Closed Session Items Scheduled**

M. PUBLIC COMMENT REGARDING CLOSED SESSION

N. RECESS INTO CLOSED SESSION

O. RECONVENE INTO OPEN SESSION

P. ORAL ANNOUNCEMENTS

Q. ADJOURNMENT

*The next regular meeting will be on May 21, 2013  
at 6:30 p.m. in City Hall Council Chambers*

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



To: Honorable Rio Dell City Council  
From: Graham Hill, Chief of Police  
Through: Jim Stretch, City Manager  
Date: May 7<sup>th</sup>, 2013  
Subject: Commendable Performance

#### **Council Action**

Acknowledge Hilda Talavera for her dedicated service to the City of Rio Dell and specifically her assistance to the Police Department during a complex investigation that required the use of an interpreter.

#### **Summary:**

On April 24<sup>th</sup> the Rio Dell Police Department responded to an industrial accident that resulted in the very unfortunate death of a heavy equipment operator. The only witness to the events leading up to this tragic accident spoke only Spanish. The Police Department does not currently have a Spanish speaking officer and an interpreter used on past occasions was not available. It was critical that we were able to collect the available information quickly so that we could take the appropriate steps to conduct a thorough and complete investigation.

Hilda used to work at the police department and we are aware of her ability to act as an interpreter. I know she has also performed this role while performing her duties in her position with the Finance Department. For this incident Hilda agreed, despite the nature of the incident, to interpret the witness statement on our behalf. As usual she was professional, precise, and extremely helpful in aiding us in this investigation. For this reason she is being recognized for her outstanding performance under the very uncomfortable circumstances, which surrounded this incident.

**RIO DELL CITY COUNCIL  
SPECIAL MEETING  
APRIL 16, 2013  
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 4:00 p.m. by Mayor Thompson.

ROLL CALL: Present: Mayor Thompson, Councilmembers Marks, Wilson and Woodall

Others Present: City Manager Stretch and City Clerk Dunham

**PUBLIC PRESENTATIONS**

None

**SPECIAL MEETING MATTERS**

Interviews with City Council Candidates

Mayor Thompson began by reading a statement for the benefit of the audience stating that the Council will be interviewing 3 candidates for the City Council seat vacated by Bud Leonard. He announced the names of the 3 candidates as: Gordon Johnson, Carol Theuriet, and Katherine Zingaro. He stated the Council will independently be asking each candidate the same series of questions and scoring each one as to their background and experience, temperament for public service and their answers to the questions, with the obvious goal to select a person that they believe can best serve the community for the remainder of the unexpired term. He said the Council will make their decision on the appointment at a special meeting scheduled for Tuesday, April 23<sup>rd</sup> at 4:00 p.m.

The first candidate to be interviewed was Gordon Johnson. He was asked a series of 10 questions. He began by providing a review of his background, education and experience as a registered civil engineer, surveyor and public works director. He said he feels the biggest problem the City has is bringing in industry. He said with the creation of jobs and an increased tax base, a lot of the other problems will diminish. He said he strongly believes that the City needs to fund all its services and is surprised the City does not have a larger fund for street improvements. He stated he is very familiar with the formation of Local Improvement Districts (LID's) and feels he would be an asset to the city council in that regard. To be an effective city councilmember, he feels you need to respectfully listen to the citizens. He said that he may not always agree with other councilmembers but he will not be "disagreeable." If he is opposed to an issue, he will give strong professional reasons for the opposition. In closing, he said he believes his education and experience will be an asset to the City and that he has a tremendous respect for the city council, city manager and staff and that Rio Dell is a great place to raise children, grandchildren and great-grandchildren.

**APRIL 16, 2013 MINUTES**

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The second candidate was Carol Theuriet. Her background, experience and community involvement included many years of volunteer work in various communities and most recently as a member on the Board of Directors for the Eagle Prairie Arts District. She said she would like to see more business, beautification (thus increased tourism), funds made available for street improvements as well as recreational opportunities for the community. She said she would also like to see the City provide some kind of funding support to the Chamber of Commerce. She commented that as a councilmember, it is important to be a team player, respect the recommendations of the city manager, and be an advocate for the citizens of Rio Dell. She said often times citizens don't like the actions of the city council because they don't understand them. In closing, she said as a councilmember she would hope to be able to make a change realizing that as a democracy you don't always have to agree but you must be knowledgeable. She said she would do her due-diligence in every issue that arises.

At 4:45 p.m. a brief recess was called awaiting arrival of the final candidate, Katherine Zingaro scheduled for a 5:00 interview.

The meeting reconvened at 5:15 p.m. It was announced that during the recess the city clerk attempted to contact Mrs. Zingaro by telephone, but was unsuccessful.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:15 p.m. to the April 16, 2013 regular meeting at 6:30 p.m.

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Jack Thompson, Mayor

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
APRIL 16, 2013  
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Thompson.

**ROLL CALL:** Present: Mayor Thompson, Councilmembers Wilson and Woodall

Absent: Councilmember Marks (excused)

Others Present: City Manager Stretch, Finance Director Beauchaine, Wastewater Superintendent Chicora and City Clerk Dunham

Absent: Chief of Police Hill, Water/Roadways Superintendent Jensen, and Community Development Director Caldwell (excused)

**PUBLIC PRESENTATIONS**

Chuck Schager from Eel River Disposal Co. addressed the Council regarding the Paint Care Program, a non-profit program established to manage the reuse, recycling and proper disposal of unused paint. He explained the program was put together on behalf of paint manufacturers to make paint recycling more convenient. He said the goal of the program is to set up more places for people to take unwanted, leftover paint either at retail stores that also sell paint, or recycling centers. He reported that ERD implemented the program and during the first week, collected 1,000 containers of paint. He said the latex paints are re-blended and the oil base paints are used for cement products. He said there are some limitations such as the paint needs to be in its' original container with no leakage and with the original label attached. He stated that no automotive paint will be accepted. He said he will provide information pamphlets to help answer questions citizens may have about the program.

Mayor Thompson commended the program and encouraged citizens to take advantage of it.

Karen Chase, 480 Edwards Dr. addressed the Council regarding degradation of the Rio Dell River Bar. She said quad runners and four wheel drive vehicles race up and down the gravel bar spinning circles and tearing up the river bar. She said during periods when the water is low, they spin circles in the water raising the silt from the bottom of the river. She also noted that logs that come down the river in the winter are being removed and as a result, there is nothing to hold the gravel in place to make the pools for the fish or help build up the river bank. She asked why the City is providing access to the river bar when the fishing season is closed an expressed concern regarding potential liability in the event someone is injured.

She provided to the City Clerk, a 7 page handout with pictures to be included as part of the record.

## **APRIL 16, 2013 MINUTES**

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Mayor Thompson stated the City has applied for grant funding for trails and there will be a number of study sessions and several opportunities for public comment.

Nancy Nally, 141 N. Pacific Ave. addressed the Council and said she too was opposed to traffic on the river bar. She said they installed k-rail to try and discourage quads and motorcycles that ride all hours of the day and night behind her property. She said another problem is people are dumping old appliances and junk off on the river bar. She said she doesn't want access to the river bar through her back yard and said she spoke to the Chief of Police about blocking the access and he said it would be taken care of but it has not yet been done.

Council concurred to direct staff to follow up with the Chief of Police and make contact with Mrs. Nally.

Nick Angeloff, 156 Grayland Heights stated the east-west rail project is going very well; said the Eagle Prairie Arts District held another event which was well attended with Jerry Rhode from the Historical Society providing a film on the history of the area; said in regard to "Save the Scotia Gym" a \$160,000 Architecture and Design Grant and a \$600,000 Construction Grant was received by the school to make the necessary upgrades to the gym; said the Headwater Fund approved a \$25,000 Business Stimulator Grant and thanked City Manager Stretch for advocating for that grant. He said he believes the reason the grant was approved was because of the City Manager and Jim Rich.

### **CONSENT CALENDAR**

Motion was made by Wilson/Woodall to approve the consent calendar including approval of minutes of the April 2, 2013 regular meeting; and authorizing the City Manager to execute a continued contract with Adult Day Health Services for Transportation Services for Fiscal Year 2013-2014. Motion carried 3-0.

### **SPECIAL PRESENTATIONS**

#### Mid-Year Budget Review

Finance Director Beauchaine provided a staff report and mid-year budget review which included 6 budget adjustments; 4 budget additions and 2 Capital additions. She explained that General Fund Revenue projections were overstated by approximately \$38,000 due to a reduction in sales tax revenue and Building related fees. She said each of the departments General Fund Budgets were adjusted to balance the loss in revenue.

In the City Manager's Department, adjustments were recommended to cover the cost of contract changes to increase the number of hours for the City Manager from 1/2 time to 3/4 time. Other adjustments included elimination of the Accounting Software Budget Module which she said will not be implemented this fiscal year; a reduction of Building Department Contract Professional Services corresponding to the reduction of building activity; and 2 budget



amendments for City Hall Repairs originally approved out of General Fund Reserves; recommending to adjust to include all major operating funds.

Finance Director Beauchaine reported budget additions for the wastewater rate study and connection fee expense; the architect fee expense for City Hall repairs; the addition of HCAOG Grant Income and expenses in Streets for project planning and assistance for the creation of a Streets CIP; and the allocation of funding for legal settlements.

Capital additions included 3 capital projects and 3 debt service payments.

Finance Director Beauchaine said in summary the mid-year budget amendment reduces General Fund Revenues and Expenditures in the amount of \$33,000, increases Streets Fund Revenues and Expenditures by \$768,896; increases Sewer Fund Revenues and Expenditures by \$9,186,286; increases Special Fund Revenues and Expenditures by \$13,620; and increases Water Fund Revenues and Expenditures by \$153,082. She said overall the City has received 36% of revenue budgeted and expended 54% of funds appropriated and is on target with original projections.

Finance Director Beauchaine then provided a review of the Budget Variance Report by Department and recommended approval of a Resolution amending Resolution No. 1158-2012 adopting the Operating Budget for Fiscal Year 2012-2013 at the next regular meeting.

## **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

### Approve Recommendation from Traffic Committee Related to One-Way Street Concept

City Manager Stretch provided a staff report on behalf of Chief of Police Hill and said after careful consideration the Traffic Committee is recommending that the traffic flow on First and Second Avenue not be changed; to repaint the existing red zones to increase visibility; increase the enforcement of existing parking regulations; and evaluate other areas of First and Second Avenue to determine if additional "No Parking" zones would be appropriate to increase the accessibility for emergency vehicles; or do not accept the recommendation from the Traffic Committee and provide staff with direction on how to proceed.

Councilmember Wilson stated that the Traffic Committee met a few times and the fire department took a fire truck down First Ave. to determine if the street width would accommodate emergency vehicle access. In the end the Committee agreed that creating one-way streets would probably create more problems rather than solving existing problems.

Councilmember Woodall asked if the enforcement will include non-registered vehicles and vehicles parking the wrong way; City Manager Stretch commented that those types of violations will be enforced.

Motion was made by Wilson/Woodall to accept the recommendation of the Traffic Committee as presented. Motion carried 3-0.

Authorize the City Manager to Execute a Continued Contract Agreement with Hank Bernard Environmental Consultants for Disposal of Bio Solids

Wastewater Superintendent Chicora provided a staff report and explained that because of the delay by Therma-Flite in getting the sludge dryer installed a contract agreement with Hank Bernard Environmental Consultants for disposal of those bio-solids needs to be executed until such time the old plant can be demolished and the City can start processing its own bio solids.

The cost for disposal was estimated at \$11,638.

Motion was made by Wilson/Woodall to authorize the City Manager to execute a continued contract agreement with Hank Bernard Environmental Consultants for disposal of bio solids upon approval by the City Attorney as to legal form. Motion carried 3-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager Stretch stated the Monthly Police Report for March 2013 was not included in this packet so will be placed on the next agenda.

City Manager Stretch then reported on recent activities in the city manager department and said he attended a funding meeting in West Sacramento with various funding agencies present and said he met with a lot of people and discussed all types of projects and potential grant opportunities. He said he was re-introduced to some previous contacts and met the person that actually reviews grant applications which is good. Also, he said he met with GHD Engineering regarding an on-call agreement which gives the City the ability to pick up the phone and get someone here at a reduced rate. He said he will be meeting with the City Engineer (Merritt Perry) on the second Monday of each month to keep apprised on ongoing projects and Merritt will be attending the first City Council meeting of each month to provide an update to the Council. Lastly, he said staff met with DANCO and their architect and discussed plans for the construction of a 26 unit quality senior housing project on Center St. that will consist of zero-energy units.

Mayor Thompson suggested the City encourage the developer to consider solar energy and commented there are a lot of tax credits available for solar energy.

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Wilson said he attended a Redwood Coast Energy Authority (RCEA) meeting where Michael Furnace, Forest Service Retiree spoke on climate and sea level changes and recommended to anyone who has the opportunity to hear him to do so. He suggested the City try to arrange for him to speak at a future City Council meeting.

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**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:19 p.m. to the April 23, 2013 special meeting.

Attest:

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Jack Thompson, Mayor

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
SPECIAL MEETING  
APRIL 23, 2013  
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 4:00 p.m. by Mayor Thompson.

ROLL CALL: Present: Mayor Thompson, Councilmembers Marks, Wilson and Woodall

Others Present: City Manager Stretch, Chief of Police Hill, Community Development Director Caldwell and City Clerk Dunham

Absent: Finance Director Beauchaine, Water/Roadways Superintendent Jensen and Wastewater Superintendent Chicora (excused)

**SPECIAL MEETING MATTERS**

Interview with Candidate for City Council

City Clerk Dunham stated that she had spoken to the last candidate to be interviewed for City Council, Katherine Zingaro and after further consideration, she has decided to withdraw her application. She indicated that she feels the position may be too demanding for her at this time and that there seems to be two very capable applicants already willing to serve.

Mayor Thompson asked City Clerk Dunham to send Ms. Zingaro a letter thanking her for her interest in serving the community.

Appointment of City Council Member to fill the Unexpired Term Ending November, 2014

Mayor Thompson announced that two candidates were interviewed at a special meeting on April 16, 2013; Gordon Johnson and Carol Theuriet. The Council is now being asked to vote for one of the candidates to fill the unexpired term vacated by Bud Leonard.

Council members proceeded with voting by written ballot. The ballots were then passed down to the City Clerk who counted the votes and announced the results. Three votes were cast for Gordon Johnson (by Mayor Thompson, Councilmembers Wilson and Woodall; and one vote for Carol Theuriet (Councilmember Marks). With Gordon Johnson receiving the majority of votes, the appointment was ratified. It was announced that Mr. Johnson will be sworn into office and seated at the Council's Regular meeting on May 7, 2013. Mayor Thompson stated it was a very difficult decision selecting between the two candidates and thanked Mrs. Theuriet for expressing interest in serving.

Carol Theuriet said it was a wonderful adventure and thanked the Council for the opportunity to interview for the position.

Review Draft Nuisance Abatement Ordinance and Provide Staff Direction on Proposed Revisions

City Manager Stretch stated that presented this evening is the draft Nuisance Abatement Ordinance for review. He said the chief of police has been the lead person; working with staff and the city attorney to bring forward after several iterations, a document that fits the needs of the City. He noted that aside from some typographical errors, the draft document is substantially complete at this time.

Chief of Police Hill proceeded by providing a staff report outlining the primary differences between the current nuisance abatement ordinance and the proposed draft ordinance. He said the new ordinance allows less ambiguity in regard to enforcement and provides thorough definitions and appropriate legal citations, leaving fewer options for independent interpretation which will result in a more uniform enforcement approach. He said it also more clearly defines who is responsible for maintaining property, and includes specific language clarifying that an occupant, renter or tenant is also required to maintain property in the same manner as the property owner. He said the ordinance also defines the authority and procedure for entering private property when enforcing the ordinance and refers to the property owners 4<sup>th</sup> amendment rights which are important.

Councilmember Marks referred to item (9) under “blight” in regard to filling of swimming pools with water prior to the final safety inspection and stated for clarification that the size of pools is not defined and therefore a portable blow-up pool could be defined as blight.

Councilmember Marks then referred to the definition of “Highway” and whether it pertained to the privately owned alley on First Ave. Chief Hill said the general idea is that it would pertain to that alley since it is maintained and open to the use of the public, but he would get clarification.

Councilmember Woodall asked if an inoperative vehicle is allowed to be kept with a certificate of non-operation. Chief Hill explained it cannot be kept if it fits the description of abandoned, wrecked, disabled, dismantled or inoperative under the definition of “blight” except if it is an inoperative vehicle that is in an “active” state of renovation or restoration.

Councilmember Woodall then questioned the scenario of a person claiming they are restoring a vehicle when they are actually performing repairs on customer’s vehicles. Chief Hill said it then becomes a zoning issue.

Councilmember Woodall also questioned the effectiveness of the City’s weed abatement ordinance and if it is also in need of update. Chief Hill said that the current ordinance is effective.

Councilmember Wilson referred to Section 8.10.030 (e) which states “Any condition in violation of Chapter 8.25 of this Code entitled Premises Used for Drug Related Activity” and said there is

no Chapter 8.25 contained in the draft ordinance. Chief Hill explained that the Chapter he referenced is in the drug house ordinance.

Mayor Thompson questioned the provisions related to fines and penalties and stated that in the current ordinance, fines are assessed at \$25.00/day. Chief Hill explained the fees and penalties will be presented in the form of a resolution.

Discussion continued regarding the appeals and hearing process, and whether the hearing officer should be a city employee, California licensed contractor or the city council.

City Manager Stretch said the appeal is heard by a hearing officer appointed by the city manager who can be a contract employee such as the city attorney, an administrative law judge or a city employee and the decision of the hearing officer is final.

Councilmember Wilson asked if there is a mechanism in place to assure a fair appeal process in the event a new city manager comes in who has different ideas about what is fair. City Manager Stretch commented that administrative law judges are expensive and the city council may want to have the option of conducting an informal hearing in some circumstances.

Councilmember Marks said it may be difficult for a subordinate of the city manager to make a decision on an appeal against the recommendation of the city manager.

Mayor Thompson asked if the city manager would share appeal decisions with the city council or if it would be out of the realm of city manager duties. City Manager Stretch explained when discussing the process for hearing appeals, it was assumed that the city council would not want to be responsible for hearing nuisance abatement hearings.

Mayor Thompson said in his opinion the City should use an independent contractor as the hearing officer and said in the past the City used a retired law judge who was fair. He suggested the language be revised to say the hearing officer must be a neutral party.

City Manager Stretch disagreed and said the hearing officer does need to be fair and impartial but the city council should trust their city manager to appoint a hearing officer that is fair and impartial.

Consensus of the Council was to have Chief Hill review the language and bring back suggested revisions for consideration.

Chief Hill said the idea is to not be locked into having an administrative law judge if it is not necessary.

Community Development Director Caldwell suggested the council consider a 2-tier approach and allow the city council to at least consider whether an administrative law judge is necessary; then delegate the city manager to appoint the appropriate hearing officer.

Councilmember Marks commented that the part that bothers her is that the decision of the hearing officer is final, and asked if the city attorney is considered a city employee; City Manager Stretch stated that he is.

City Manager Stretch said if the council wants to be the hearing officers they can choose to do so.

Mayor Thompson commented that the property owner can file a law suit against the city if they are not satisfied with the decision of the hearing officer.

City Manager Stretch noted that in the event the city council is the appellant body, the city attorney would be providing legal advice. He said that he personally prefers an informal approach to handling nuisance abatements and said in involving property rights; the City needs to be very careful.

Mayor Thompson questioned whether the mailing of a ten day notice provides adequate notification. Chief Hill stated the notices are sent via certified mail so the 10 day notification is sufficient.

Mayor Thompson then asked what the cost is for Eel River Disposal Co. to pick up an abandoned vehicle; Chief Hill explained the cost varies depending on the price for metal at the time.

Councilmember Woodall asked Chief Hill if his department planned on being pro-active or reactive in regard to nuisance abatement; Chief Hill commented that they will be a pro-active as resources allow stating that the department does not currently have the resources to assign an officer as a code enforcement officer.

Mayor Thompson called for public comment on the draft ordinance.

Carol Theuriet referred to a potential auto repair shop with vehicles on the premises and said if there is such a business within the City that is licensed the City should be extremely careful when analyzing the situation.

Councilmember Wilson said there could potentially be a situation where a business opens and is in compliance and as time goes on things change. This ordinance will be a mechanism to make sure those businesses remain in compliance.

**APRIL 23, 2013 MINUTES**  
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Gordon Johnson commented that it seems there are quite a bit of questions or concerns regarding who should be the hearing officer and suggested staff look at other small cities and see what resources are available.

There being no further public comments, the public comment period was closed.

City Manager Stretch stated he felt he had a clear understanding of the Council's suggested revisions to the draft ordinance and said the revised ordinance will be brought back to the Council for further consideration at a subsequent meeting.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 4:54 p.m. to the May 7, 2013 regular meeting.

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Jack Thompson, Mayor

Attest:

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Karen Dunham, City Clerk



675 Wildwood Avenue  
Rio Dell, Ca 95562  
(707) 764-3532



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
April 16, 2013**

TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: May 7, 2012

SUBJECT: **Mid Year Budget Review**

**RECOMMENDATIONS**

Approve Resolution 1201-2013 Mid Year Budget Amendment as discussed at the last Council Meeting.

**BUDGETARY IMPACT**

The Mid Year Amendment reduces General Fund Revenues and Expenditures in the amount of \$33,000, increases Streets Fund Revenues and Expenditures by \$768,896, increases Sewer Fund Revenues and Expenditures by \$9,186,286, increases Special Fund Revenues and Expenditures by \$13,620, and increases Water Fund Revenues and Expenditures by \$153,082.

**BACKGROUND AND DISCUSSION**

The City has received 36% of revenues budgeted and expended 54% of funds appropriated. Revenues received through mid year are expectedly low as many of the City's revenue allocations are not received until the second half of the year. Overall the budget is performing as expected and the City is on target with original projections. The detailed reports are attached for your review. Included in the updated figures are the following adjustments:

**Budget Adjustments**

1. General Fund Revenue is projections appear to be overestimated by roughly \$38,000 due to a reduction in sales tax revenue and Building related Fees. I have reviewed the General Fund Expenditures which are proportionately low, which means the loss in revenue will not impact City operations. We have adjusted each of the departments General Fund Budget to balance the loss in revenue.

2. Adjustments will be recommended to the City Managers Department to cover the cost of contract changes including the increase of hours from 50% to 75% part-time.
3. Elimination of the Accounting Software Budget Module which will not be implemented this fiscal-year.
4. A reduction of Building Department Contract Professional Services corresponding to the reduction of building activities and revenue.
5. Budget Amendment #6 for emergency City Hall Repairs originally approved for \$7,500 out of General Fund Reserves. Recommended to adjust to include all major operating funds: Water, Sewer, Streets.
6. Budget Amendment #7 for emergency City Hall Repairs originally approved for \$4,500 out of General Fund Reserves. Recommended to adjust to include all major operating

#### Budget Additions

1. Bartle Wells Wastewater Rate Study & Connection Fees Expense approved at \$25,825 paid by sewer funds
2. Matson and Vallerga Architects Fees Expense approved at \$7,000 paid by all major operating funds
3. The addition of HCOAG Grant Income and expenses in streets funds in the amount of \$10,000 for Project Planning and Assistance (PPA) Funds for the creation of a Streets CIP
4. The allocation of funding for legal settlements in the amount of \$15,000

#### Capital Additions

1. Add Current Capital Projects Including:
  - a. The Downtown Streetscape Improvement Project
  - b. WWTP Upgrade and Effluent Disposal Project
  - c. Safe Routes to School Project
2. Add debt service payments including
  - a. Sewer Bond Payments
  - b. Water Infrastructure Payments
  - c. WWTP Project Bridge Financing Payments

**RESOLUTION NO. 1201-2013  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING RESOLUTION NO. 1158-2012  
ADOPTING THE OPERATING BUDGET  
FOR THE FISCAL-YEAR 2012-2013**

**WHEREAS**, the City adopted Resolution 1158-2012 establishing the City's Operating and Capital Budget for the Fiscal-Year 2012-2013; and

**WHEREAS**, the City has completed its' mid-year budget review and identified additional unforeseen amendments that should be included to update the 2012-2013 fiscal-year budget; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2012-2013 Operating and Capital Budget increasing revenues in the amount of \$10,086,398 and expenditures in the amount of \$10,086,398 as follows:

<b>Fund</b>	<b>Revenue</b>	<b>Expenditures</b>
General Fund	\$ (33,000)	\$ (33,000)
Streets Funds	\$ 768,896	\$ 768,908
Sewer Funds	\$ 9,186,286	\$ 9,186,285
Special Revenue Funds	\$ 13,620	\$ 11,120
Water Funds	\$ 153,082	\$ 153,085
Total	\$ 10,088,884	\$ 10,086,398

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 7<sup>th</sup> day of May 2013, by the following vote:

Ayes:  
Noes:           None  
Abstain:       None  
Absent:        None

---

Jack Thompson, Mayor

ATTEST:


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Karen Dunham, City Clerk

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
Fax (707) 764-5480  
cm@riodellcity.com



May 7, 2013

TO: Honorable Mayor and City Council  
FROM:  Jim Stretch, City Manager  
SUBJECT: Departmental Work Plans For 2013-14

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file this report

BACKGROUND AND DISCUSSION

On February 12, 2013 the City Council held a study session for the purpose of discussing the work programs for city departments. Each department manager listed the projects/goals they set last fiscal year (2011-12) and then their projects for 2012-13. Though the project goals generated much discussion, in a way they were just projects listed without priorities (though good projects) and without much context to what was achievable in the hours available. I mentioned at the end of the session that I wanted to revisit the subject differently with an eye toward using the information in the deliberations of the 2013-14 budget discussions.

METHODOLOGY

The work plans attached are divided in three parts; identifying the number of hours that each manager has available for work in the fiscal year, quantifying by estimated hours the routine tasks each day, week and month, and then with the hours remaining the listing of projects by priority with an estimate of the hours required to accomplish the project.

For example, the City Manager is budgeted to work 1/4 time and thus has 1,560 gross hours available in the fiscal year. Full time employees start with 2,080 hours. Then, estimated hours for vacation, sick leave, training and holidays were estimated and subtracted from the gross number to produce the net hours available; in this case 1,312 hours. The estimated daily routine consumed 1,032 hours, leaving 280 hours for special projects. Ten projects are listed in priority order totaling 293 hours. That's the City Manager's annual work plan for 2013-14.

Each departmental manager has used the same format and prepared their work plan for the fiscal year. Each person's hours available will be different depending on their years of longevity and the rate they accrue vacation and sick leave.

## CONCLUSION

I have found that this approach is an eye opener for managers and is meaningful for prioritizing work in an organization. It is also a good tool for the City Manager and Council to have in place when a big new project/workload needs to be assigned. Rather than have the City Manager blindly assign more work to staff, there is the opportunity to consider whether the new project has a higher priority than the other projects on the list and presents a requirement for management to evaluate how a new project might impact the net hours available for a department.

A case in point is the Finance Director's work plan for the current fiscal year. It is estimated that she is over committed in responsibility by over 656 hours. This should not happen, because when it does it institutionalizes stress, and either dictates that substantial overtime has to be worked or inferior work is produced, which has a tendency to be incomplete and late. Implementing the new approach for Finance for 2013-14 has produced a much more satisfactory work plan for the year.

The City Council may have questions, after which this report should be received and filed.

Cc: All Department/Division Managers  
Attachments: Departmental Work Plans for 2013-14

## CITY MANAGER WORK TASKS

2013-14

The City Manager works  $\frac{3}{4}$  time and has 1,560 gross hours available for the fiscal year. Subtract from that amount 248 hours for vacation (120 hrs.), sick leave (16 hrs.), training (16 hrs.) and holidays (96 hrs.) for a net of 1,312 hours available.

Net hours available in fiscal year **1,312**

### ESTIMATED DAILY, WEEKLY, MONTHLY REQUIREMENTS

	<u>Estimated Hours</u>
1. Public meetings (24 regular & 12 special)	84
2. Agenda preparation (2 hours/meeting)	168
3. Meeting with staff/problem solving	250
4. Consulting with contractors/engineers/attorney	150
4. Processing claims	40
5. Consulting with City Council/public	160
6. Emails with associations/colleagues	40
7. Preparing required reports/PRA's	60
8. MBWA	10
9. Budget preparation	40
10. Preparation of bids & advertising projects	<u>30</u>
<b>Estimated hours</b>	<b>1,032</b>

Estimated hours available for special projects **280**

### SPECIAL PROJECT LIST BY PRIORITY

1. Update City Hazard Mitigation Plan with countywide task force	10
2. Develop Capital Improvement Plan (CIP) for Council approval	60
3. Work with Architect and City Council on City Hall improvements	40
4. Review and recommend further amendments to Employee Handbook	20
5. Prepare new business license ordinance and administrative fees	60
6. Develop policy for Council Member travel and expenditures	8
7. Review & recommend City travel and reimbursement policy	10

8. Inventory and prepare recommendation for the sale of surplus City properties	50
9. Review budget planning module & process	15
10. Humboldt Waste Management Authority JPA agreement and questions	<u>20</u>

<b><u>Total estimated hours of special projects listed</u></b>	<b><u>293</u></b>
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# 2013 & 2014 Work Plan- Finance Department

Daily Work Plan	Pre-Reorganization 2012-2013		Post-Reorganization 2013-2014		Notes
<b>Total Available Hours</b>		<b>1,784.00</b>		<b>1,784.00</b>	
1 Complete the 2012-2013 Capital Budget		8.00			
2 Complete the 2013-2014 Operations and Capital Budget		128.50		88.50	T'fer to Accountant
3 Complete the 2011-2012 Audit Due March 31, 2013		148.00		148.00	
4 Complete A/R, A/P, C/R, U/B, Misc Billing, GI Reconciliations On Going		390.00		340.00	T'fer to Accountant
5 Complete Quarterly Reporting		8.00		8.00	
6 Annual SCO and Streets Report		40.00		40.00	
7 Complete Calendar Year End Reporting 2013		6.00		6.00	
8 Fiscal Year End Reconciliations (Hours counted in Audit)		72.00		12.00	T'fer to Accountant
9 Budget Maintenance and Reporting		52.00		25.00	Increased Skill level of Staff Reduces need for Internal Audit
10 Cash Audits					
11 Risk Management and Representation SCORE Board		128.00		128.00	
12 Represent SCORE as the Alternate ERMA Board Membe		12.00		12.00	
13 Continue service as CSMFO Northwest Counties Chapter Chair		44.00		44.00	
14 Respond Daily to Inquiries from Staff/Procedural Interpretations/Trouble Shooting		390.00		195.00	Increased Skill level of Staff Reduces daily inquiries
15 Funding Opportunity Evaluation		24.00		24.00	
16 Preparation of Agenda Items		72.00		72.00	
<b>Total</b>		<b>1,522.50</b>		<b>1,142.50</b>	
<b>Total Remianing Hours for Projects</b>		<b>261.50</b>		<b>641.50</b>	



Special Projects		Pre-Reorganization		Post-Reorganization	
		2012-2013		2013-2014	
	<b><u>Currently Assigned</u></b>				
1	Project/Grants Management				
	WWTP Financial (Bridge & Permanent Financing) &	632.00			Completed
	a. Construction Project Management				
	b. SRTS Financial Management	16.00			Completed
	c. CHRP Financial Management	8.00			T'fer to Accountant
	d. Wildwood RE Project Financial Management	24.00			Completed
	e. CDBG PI Reports and Cash Management	8.00			T'fer to Accountant
2	Implement ACL Compliance Project	43.00			Completed
3	Restructure the Finance Department for increased productivity and cross training	120.00			Completed
	Update P/R Procedures and Checklist- Post Reorganization	4.00			Completed
	a. Update A/P Procedures and Checklist- Post Reorganization	4.00			Completed
	b. Reorganize front office work assignments- Post Reorganization	8.00			Completed
	c. Reorganization				
4	Complete Wastewater Rate Study	27.00			Completed
5	Audit Disposal Franchise Agreement and Calculations & Revise Language	24.00			Completed
	<b>Total</b>	<b>918.00</b>			
	<b>Total Remaining (Deficit) Hours</b>	<b>(656.50)</b>		<b>641.50</b>	
	<b><u>Priority Projects Pending by Order of Importance</u></b>				
6	Cross Train Accountant			16.00	
7	a. Grants Management & Reporting			-	
	b. Budget Maintenance & Reporting			20.00	
	c. Budget Preparation			20.00	
8	Organize and implemtn new key system (Office, File Cabinets, Desks, etc.)			40.00	
	Improve the annual budget document			8.00	
9	Implement Integrated Loan Tracker			52.00	
10	Accufund Training			32.00	
11	Evaluation of Accufund Budgeting Module			60.00	
12				16.00	

Special Projects	Pre-Reorganization		Post-Reorganization	
	2013		2014	
13	Finance Department Policy and Procedure Manual		68.00	
14	Credit Card Acceptance Evaluation and Implementation		35.50	
15	Master Fee Schedule- RFP and Project Implementataion		90.00	
16	Customize Accufund Modules		80.00	
	<b>Total</b>	-	<b>537.50</b>	
	<b>Total Remaining (Deficit) Hours</b>	<b>(656.50)</b>	<b>104.00</b>	

**CITY CLERK WORK TASKS  
2013-14**

The City Clerk works full time and has 2,080 gross hours available for the fiscal year. Subtract from that amount 456 hours; for vacation (200 hrs.), sick leave (40 hrs.) training (40 hrs.), executive leave (80 hrs.) and holidays (96 hrs.) for a net total of 1,624 hours available.

**Net hours available in fiscal year                      1,624**

**ESTIMATED DAILY, WEEKLY, MONTHLY REQUIREMENTS**

	<u>Estimated Hours</u>
1. Public Meetings (CC & PC- 36 regular and 12 special) meetings before 5pm	16
2. Agenda Preparation (including assembling and copying) 4 hrs./meeting	192
3. Staff Reports/Proclamations	20
4. Transcribing Minutes	220
5. Special Notices (preparing and posting)	12
6. Processing Ordinances and Resolutions	20
7. Codification updates	15
8. Reading and responding to various emails (30 min/day)	100
9. Election coordination – (resolutions, notices, staff reports, elections dept.)	40
10. Maintaining filing system	80
11. F.P.P.C. Statements	12
12. Business License review and compliance	84
13. SCORE Insurance application renewals & claims assistance	20
14. Ordering office supplies	30
15. Building Permit issuance and follow-up (90 permits/yr.)	80
16. Quarterly Reports (Seismic, SB-1473, Dept. of Finance, US Census, Assessor)	20
17. Meeting with contractors/developers	60
18. Public Relations/citizen information requests/misc. phone calls	80
19. Weekly Manager's meetings with City Manager (1 hr. avg.)	42
20. Conferring with City Manager on day-to-day issues	40

**Estimated hours    1,183**

**Estimated hours available for special projects    441**

### **SPECIAL PROJECT LIST BY PRIORITY**

1.	Set up new Central Filing System (new classifications, new files etc.)	80
2.	Explore concept of (partial) paperless filing system, cost of implementation and annual expense.	5
3.	If implemented, scan files into system	155
4.	Work with Building Inspector on Building Permit Inspections to close out files	20
5.	Complete process for destruction of records	20
6.	Update various City forms including Building Permit Application	15
7.	Set up new system for indexing and cross-indexing Resolutions	20
8.	Set up new filing system for Business Licenses and incorporate copies into Assessor Parcel Files	10
9.	Incorporate copies of Deeds and Maps into Assessor Parcel Files	30
10.	Assist with update of City's Web Site	20
11.	Prepare and implement a City Clerk's Procedures Manual	30
12.	Provide assistance to City Manager with other tasks/special projects	36
<b><u>Total estimated hours of special projects listed</u></b>		<b>441</b>

**Community Development Director Work Tasks  
2013 – 2014**

The Community Development Director works full time and has 2,080 gross hours available for the fiscal year. Subtract that amount 80 hours vacation, 40 hours sick leave, 80 hours executive leave, 96 hours for holidays and 80 hours for training, including travel time, for a net total of 1704 hours.

**Net hours available in fiscal year      1704.**

**ESTIMATED, DAILY, WEEKLY, MONTHLY REQUIREMENTS**

1.	Public Meetings (City Council 32; Planning Commission 12).	80
2.	Email Review and Correspondence.	100
3.	Business License Review.	40
4.	Building Permit Review/Correspondence.	80
5.	CDBG Program Administration and Training.	160
6.	Processing Permits (CUP's, LLA's, PMS/FMS, VAR)	100
7.	Weekly Manager's Meeting.	50
8.	Public Inquiries and Responses.	80
9.	Preparing and Posting Public Notices.	20
10.	Review Public Records (Deeds, Maps, Easements, Rights-of-Ways).	25
11.	Budget/Account's Payable Preparation and Review.	10
12.	Code Enforcement	25
13.	Workshops/Training	80
<b>Estimated Hours</b>		<b>850</b>

**ESTIMATED HOURS FOR SPECIAL PROJECTS      854**

**Community Development Director Work Tasks  
2013 – 2014**

**SPECIAL PROJECT LIST BY PRIORITY  
ESTIMATED HOURS FOR SPECIAL PROJECTS      854**

1.	Duties/tasks assigned by the City Manger	40
2.	Circulation Element (1977)	20
3.	Land Use Matrix	40
4.	Definition(s) Update	40
5.	Zoning Designations Update based on Land Use Matrix	40
6.	Income Survey Support	20
7.	CUP Amendment to allow similar use types.	20
8.	Housing Code	40
9.	Rental Housing Inspections	100
10.	Sign Regulations Amendment	20
11.	Grant Applications	40
12.	Industrial Commercial Use Types	40
13.	Open Space Element (1972)	80
14.	Cargo Container Ordinance	20
15.	Update Handouts/Forms	40
16.	Grading Ordinance	80
17.	Environmentally Sensitive Habitat Area (ESHA) Ordinance	80
18.	Low Impact Development (Stormwater) Ordinance	20
19.	Safety Element (1975)	80
<b>Estimated Hours</b>		<b>860</b>

## Police Chief Work Tasks

The Chief of Police works full-time and has 2,080 gross hours available for each fiscal year. Subtract from that amount 200 hours of vacation earned, 40 hours of sick leave (of 80 earned), and 96 holiday hours earned, for a net of 1744 hours available.

<b>Total hours of paid work in a fiscal year</b>	<b>2080</b>
<b>Earned time</b>	
200 hours of vacation based on years of service	200
80 hours of sick leave	40
80 hours of Executive Leave	0
96 hours Holiday	96
<b>Total earned hours</b>	<b>336</b>
<b>Net hours available</b>	<b>1744</b>

### Estimated Annual Requirements

Cover shifts (assuming each officer utilized all of the earned time available to them)	660
Training	100
Manage email/mail	20
Handle public counter and telephone	400
Handle Calls For Service	250
Court	15
Meetings	90
Personnel Issues	40
Report created (Crime reports, staff reports, other)	80
Investigations (handle, assist, supervise, advise)	150
Filing	30
Work product review	50
Policy Review	20
Special events	50
Nuisance Abatement	20
	<b>1975</b>
<b>Time left for Special Projects</b>	<b>-231</b>

### Special Project

Police Department Leadership Program	24
Department Performance Survey	20
Update Emergency Response Plan	30
Coordinate Active Shooter Exercise	24
Create Noise Ordinance	25
Update Garbage Ordinance	10
Allied Agency Information Sharing project *AB 109 funding)	15
Enter Historical Records into Docstar	60
	<b>208</b>

**WATER & ROADWAYS SUPERINTENDENT WORK TASKS  
2013-14**

The City Clerk works full time and has 2,080 gross hours available for the fiscal year. Subtract from that amount 376 hours for vacation (120 hrs.), sick leave (40 hrs.) training (40 hrs.), executive leave (80 hrs.) and holidays (96 hrs.) for a net total of 1,624 hours available.

**Net hours available in fiscal year      1,704**

**ESTIMATED DAILY, WEEKLY, MONTHLY REQUIREMENTS**

	<b><u>Estimated Hours</u></b>
<b>WATER DEPT</b>	
1. Water Plant Operations and Maintenance	399
2. Water Plant Reporting	310
3. Distribution System Operations and Maintenance	190
<b>STREET DEPT</b>	
1. Streets Maintenance (Road and Ditch Maintenance)	270
2. Grounds Maintenance	80
<b>WASTEWATER DEPT</b>	
1. Wastewater Operations Backup	280
<b>MEETINGS</b>	
1. Staff, Project, Council Meetings (COMBINED DEPTS)	70
<b>Estimated hours    1,599</b>	



**Estimated hours available for special projects      106**

**SPECIAL PROJECT LIST BY PRIORITY**

**WATER**

1.	Water Projects (Infiltration Gallery)	20
2.	Water Plant Clarifier	10
3.	Water Services (Riverside Dr. 25 Service upgrade)	20
4.	Water Tank Cleaning	16

**STREET/DRAINAGE**

5.	Ogle Ave Drainage Repairs	15
6.	Special Maintenance Services (Example. Tree Pruning)	10
7.	May St and Painter St Culvert Replacement Project	15

**Total estimated hours of special projects listed      106**

**Wastewater Superintendent WORK TASKS  
2013-14**

The Wastewater Superintendent works full time and has 2,080 gross hours available for the fiscal year. Subtract from that amount 120 hours for vacation (120 hrs.), sick leave (40 hrs.) training (40 hrs.), executive leave (80 hrs.) and holidays (96 hrs.) for a net total of 1704 hours available.

**Net hours available in fiscal year            1,704**

**ESTIMATED DAILY, WEEKLY, MONTHLY REQUIREMENTS**

	<b><u>Estimated Hours</u></b>
1.     Wastewater Treatment Plant Operations	1000
2.     Collection System Operations	200
3.     Staff Meetings	60
4.     Council Meetings	48
5.     Backing up Water Treatment Superintendent	280

**Estimated hours    1,588**

**Estimated hours available for special projects        116**



**SPECIAL PROJECT LIST BY PRIORITY**

1.     Wastewater Plant Upgrade Project	116
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**Total estimated hours of special projects listed        116**

675 Wildwood Avenue  
Rio Dell, CA 95562



TO: Mayor and Members of the City Council  
THROUGH: Jim Stretch  City Manager  
FROM: Stephanie Beauchaine, Finance Director   
DATE: May 7, 2013  
SUBJECT: Wahlund/Sequoia Construction Pay Request #14

**RECOMMENDATION**

Approve Pay Request

**BUDGETARY IMPACT**

Pay Request #14 in the amount of \$70,645.74 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number C-06-7401-110 totaling \$12,980,859.

**BACKGROUND AND DISCUSSION**

Pay Request #14 has been approved for payment by the City's Construction Manager and City Manager.

BEHRENS CONSTRUCTION AND INSPECTION SERVICES  
170 South Bank Chetco River Road  
Brookings, OR 97415-8288

(707) 696-4650  
rbehrens@rbehrens.org

To: Rio Dell City Council  
Jim Stretch, City Manager  
Stephanie Beauchaine, Finance Director  
Rick Chicora, Wastewater Superintendent

From: Richard Behrens, Construction Manager

Date: 04/26/2013

Project Name: Wastewater Treatment Plant Upgrade and Disposal Project

The WWTP project is now into the fourteenth month of progress. The contractor has completed all phases of the bio-tank and the Aero-Mod equipment is fully operational. Work on the Chlorine Contact Basin and Effluent Pumping Station is nearing completion. The Aqua Sierra control system is installed and operational. Work is proceeding at the disposal site at the Tailwater Pumping Station, readying the site for summer use. The transmission line is complete from the river crossing to the treatment plant and pavement patching has been completed. The Therma-Flite sludge dryer system is nearing completion, followed by inspection and start-up. Underground piping and valves have been installed and the plant switchover is complete and in operation. The Blower Building is complete and in operation. Electrical/mechanical systems are nearly complete and cut-over of existing electrical systems is nearing completion. Construction of the new Operations Building will start within two weeks. The under-river transmission line application has been submitted to CalTrans, who has begun their response. Review by the State Lands Commission will be scheduled upon satisfaction of CalTrans and City requirements for Environmental Review requirements. Wahlund will provide, at no cost, the leaching pond until the under river line has been approved and installed.

Progress Payment Request No. 14 is attached. This pay request is based on the bid schedule breakdown provided by the contractor, Wahlund Construction, Inc./ Sequoia Construction Specialties, and the actual quantities of work completed and materials delivered to site.

There have been four approved Change Orders completed to date, totaling an amount of \$48,312.65. The adjusted contract amount to date is \$10,679,312.65. The total billed (net amount) thru Progress Pay Request No. 14, less retainer, is \$8,255,643.09.

I recommend payment to Wahlund Construction, Inc./ Sequoia Construction Specialties for Progress Pay Request No. 14 in the amount of \$70,645.74, that also takes into account a 5%

retention. Payment to the contractors is due within 20 days of receipt of each Application for Payment. Progress Payment Request No. 14 was received (approved) 04/26/2013.

cc:

Craig Olson, HDR Inc.

Bret Rinehart, Wahlund Construction, Inc.

Brian Pritchard, Sequoia Construction Specialties

**Progress Payment Summary**

Owner: City of Rio Dell  
Project Title: Rio Dell Wastewater Treatment Plant  
Upgrade and Disposal

Job #: 24-11  
Payment #: 14  
Period Ending: 30-Apr-13

**1. Analysis of Authorized Contract Amount to Date**

a. Authorized Contract Work Amount	\$ 10,631,000.00
b. Total Change Orders Work Amount	\$ 48,312.65
<b>c. Adjusted Contract Amount to Date</b>	<b>\$ 10,679,312.65</b>

**2. Analysis of Work Performed**

a. Contract and Change Orders Performed to Date	\$ 8,690,150.62
b. Retainer, 5%	\$ 434,507.53
c. Net Contract Work to Date	\$ 8,255,643.09
d. Previous Billed	\$ 8,184,997.35
<b>e. Balance Due This Period</b>	<b>\$ 70,645.74</b>

**3. Certification of Contractor**

According to the best of my knowledge and belief, I certify that all items and amounts shown on the Schedule of Values are correct; that all work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions.

All previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.

Wahlund Construction, Inc.,/  
Sequoia Construction Specialties  
Contractor

*Ken Wahlund*  
Authorized Representative

Date: 4/25/2013 Title: Joint Venture Administrator

**4. Certification of Construction Manager**

I certify that I have checked and verified the above and foregoing Schedule of Values; that to the best of my knowledge and belief it is a true and correct statement of work performed and/or material supplied by the Contractor; that all work and/or material included in this Progress Payment Summary has been inspected by me and/or my duly authorized representative or assistants and that it has been performed and/or supplied in full accordance with the requirements of the referenced contract; and that the payment due to the Contractor is correctly computed on the basis of work performed and/or material supplied to date.

*[Signature]*  
Construction Manager

Date: 4/26/2013

**5. Approval for Payment**

*[Signature]*  
City Manager

Date: 4-30-13

# WAHLUND CONSTRUCTION, INC./ SEQUOIA CONSTRUCTION SPECIALTIES

*A Joint Venture*

License No. 855844

Eureka Office: 707-268-0150 Fax: 707-268-0137

## Rio Dell Wastewater Treatment Plant Upgrade and Disposal Project HDR Project No. 152932

To: City of Rio Dell

675 Wildwood Avenue

Rio Dell, California 95562

Pay Request No.: 14

Period Ending: 04/30/13

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total To Date	
						Qty	\$	Qty	\$	Qty	\$
1	Bid Item 1										
	Sheeting, shoring and bracing or equivalent method conforming to applicable safety order.	1	LS	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00
				<b>Bid Item 1 Total</b>	<b>\$ 5,000.00</b>		<b>\$ 5,000.00</b>		<b>\$ -</b>		<b>\$ 5,000.00</b>
2	Bid Item 2										
	Over-excavation and disposal of undesirable material and compaction of fill material under biological treatment facility as defined in Section 02200 of the specifications.	2,500	CY	\$ 35.00	\$ 87,500.00	2,500	\$ 87,500.00	0	\$ -	2,500	\$ 87,500.00
				<b>Bid Item 2 Total</b>	<b>\$ 87,500.00</b>		<b>\$ 87,500.00</b>		<b>\$ -</b>		<b>\$ 87,500.00</b>
3	Bid Item 3										
	14- inch recycled water pipeline from Station 1+50 (+/-) to Station 101+50 (+/-), including all appurtenances as required to complete work.	10,000	LF	\$ 108.00	\$ 1,080,000.00	9,950.00	\$ 1,074,600.00	50.00	\$ 5,400.00	10,000	\$ 1,080,000.00
				<b>Bid Item 3 Total</b>	<b>\$ 1,080,000.00</b>		<b>\$ 1,074,600.00</b>		<b>\$ 5,400.00</b>		<b>\$ 1,080,000.00</b>
4	Bid Item 4										
	Recycled water pipeline from Station 101+50 (+/-) to Station 201+50 (+/-), including all work in Caltrans right-of-way.	1	LS	\$ 1,500,000.00	\$ 1,500,000.00	0%	\$ -	0%	\$ -	0%	\$ -
				<b>Bid Item 4 Total</b>	<b>\$ 1,500,000.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
5	Bid Item 5										
	All work at disposal site on north side of Eel River outside of Caltrans right-of-way.										
5.1	Site Clearing	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00
5.2	Earthwork	1	LS	\$ 289,475.00	\$ 289,475.00	98%	\$ 283,685.50	1%	\$ 2,894.75	99%	\$ 286,580.25
5.3	Distribution and Turnout Boxes	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00
5.4	Precast Concrete Pump Station	1	LS	\$ 28,000.00	\$ 28,000.00	100%	\$ 28,000.00	0%	\$ -	100%	\$ 28,000.00
5.5	Pump Station Base & Equipment Pad	1	LS	\$ 6,825.00	\$ 6,825.00	100%	\$ 6,825.00	0%	\$ -	100%	\$ 6,825.00
5.6	Overflow Valve Concrete Pads	1	LS	\$ 20,475.00	\$ 20,475.00	100%	\$ 20,475.00	0%	\$ -	100%	\$ 20,475.00
5.7	Hydroseeding	1	LS	\$ 54,059.25	\$ 54,059.25	100%	\$ 54,059.25	0%	\$ -	100%	\$ 54,059.25
5.8	Submersible Non-Clog Tailwater Pumps	1	LS	\$ 32,386.10	\$ 32,386.10	67.73%	\$ 21,936.15	30.00%	\$ 9,715.83	97.73%	\$ 31,651.98
5.9	REW Piping	1	LS	\$ 150,000.00	\$ 150,000.00	97.81%	\$ 146,717.52	0.00%	\$ -	97.81%	\$ 146,717.52
5.10	DFD Piping	1	LS	\$ 145,000.00	\$ 145,000.00	100%	\$ 145,000.00	0%	\$ -	100%	\$ 145,000.00

5.11	Tailwater Pump Piping - Material	1	LS	\$	20,002.50	\$	20,002.50	100%	\$	20,002.50	0%	\$	-	100%	\$	20,002.50
5.12	Tailwater Pump Piping - Labor	1	LS	\$	7,381.50	\$	7,381.50	100%	\$	7,381.50	0%	\$	-	100%	\$	7,381.50
5.13	Tailwater Pump Installation per D04	1	LS	\$	6,460.65	\$	6,460.65	75%	\$	4,845.49	0%	\$	-	75%	\$	4,845.49
5.14	HDG Bar Grating 2x per 1/D03	1	LS	\$	2,625.00	\$	2,625.00	100%	\$	2,625.00	0%	\$	-	100%	\$	2,625.00
5.15	PVC Stilling Well per D04	1	LS	\$	2,310.00	\$	2,310.00	100%	\$	2,310.00	0%	\$	-	100%	\$	2,310.00
				Bid Item 5 Total		\$	795,000.00		\$	773,862.90		\$	12,610.58		\$	786,473.48
6	Bid Item 6															
All work as required per the MMRP as outlined in Specification Section 01560.																
				Bid Item 6 Total		\$	70,000.00	85%	\$	59,500.00	5%	\$	3,500.00	90%	\$	63,000.00
				Bid Item 6 Total		\$	70,000.00		\$	59,500.00		\$	3,500.00		\$	63,000.00
7	Bid Item 7															
Storm Water Pollution Prevention Plan and Implementation per Specification Section 02271.																
		1	LS	\$	10,500.00	\$	10,500.00	90%	\$	9,450.00	0%	\$	-	90%	\$	9,450.00
				Bid Item 7 Total		\$	10,500.00		\$	9,450.00		\$	-		\$	9,450.00
8	Bid Item 8															
All other work as indicated on the project plans and defined in the project specifications.																
Bidding Requirements																
8.1.1	Performance & Payment Bond	1	LS	\$	82,000.00	\$	82,000.00	100%	\$	82,000.00	0%	\$	-	100%	\$	82,000.00
8.1.2	Insurance	1	LS	\$	88,000.00	\$	88,000.00	100%	\$	88,000.00	0%	\$	-	100%	\$	88,000.00
				Bidding Requirements Total		\$	170,000.00		\$	170,000.00		\$	-		\$	170,000.00
General Requirements																
8.2.1	Mobilization	1	LS	\$	156,250.00	\$	156,250.00	100%	\$	156,250.00	0%	\$	-	100%	\$	156,250.00
8.2.2	Demobilization	1	LS	\$	25,000.00	\$	25,000.00	0%	\$	-	0%	\$	-	0%	\$	-
8.2.3	Plumbing Mobilization	1	LS	\$	21,000.00	\$	21,000.00	100%	\$	21,000.00	0%	\$	-	100%	\$	21,000.00
8.2.4	Field Engineering & Surveying	1	LS	\$	10,000.00	\$	10,000.00	97%	\$	9,700.00	1%	\$	100.00	98%	\$	9,800.00
8.2.5	Administration Requirements	1	LS	\$	252,000.00	\$	252,000.00	72.22%	\$	182,000.00	5.56%	\$	14,000.00	77.78%	\$	196,000.00
8.2.6	Construction Schedules	1	LS	\$	2,000.00	\$	2,000.00	95%	\$	1,900.00	3%	\$	60.00	98%	\$	1,960.00
8.2.7	Submittals	1	LS	\$	18,000.00	\$	18,000.00	97%	\$	17,460.00	1%	\$	180.00	98%	\$	17,640.00
8.2.8	Temporary Offices, Sanitation, etc.	1	LS	\$	54,000.00	\$	54,000.00	72.22%	\$	39,000.00	5.56%	\$	3,000.00	77.78%	\$	42,000.00
8.2.9	Project Sign	1	LS	\$	1,500.00	\$	1,500.00	100%	\$	1,500.00	0%	\$	-	100%	\$	1,500.00
8.2.10	Construction Photographs	1	LS	\$	500.00	\$	500.00	100%	\$	500.00	0%	\$	-	100%	\$	500.00
				General Requirements Total		\$	540,250.00		\$	429,310.00		\$	17,340.00		\$	446,650.00
8.3	WWTP Sitework															
8.3.1	Sludge Drying Bed Demolition	1	LS	\$	45,750.00	\$	45,750.00	100%	\$	45,750.00	0%	\$	-	100%	\$	45,750.00
8.3.2	Misc. Existing Tanks & Buildings Demolition	1	LS	\$	18,459.00	\$	18,459.00	0%	\$	-	0%	\$	-	0%	\$	-
8.3.3	Staging Area Earthwork & Grading	1	LS	\$	25,000.00	\$	25,000.00	100%	\$	25,000.00	0%	\$	-	100%	\$	25,000.00
8.3.4	Staging Area Temporary Fencing	1	LS	\$	1,500.00	\$	1,500.00	100%	\$	1,500.00	0%	\$	-	100%	\$	1,500.00
8.3.5	Hot Mix Asphalt Paving	1	LS	\$	38,287.20	\$	38,287.20	0%	\$	-	20%	\$	7,657.44	20%	\$	7,657.44
8.3.6	Canopy Slab @ CL2 Bldg	1	LS	\$	5,250.00	\$	5,250.00	100%	\$	5,250.00	0%	\$	-	100%	\$	5,250.00
8.3.7	Canopy Slab @ Ops Bldg	1	LS	\$	7,350.00	\$	7,350.00	100%	\$	7,350.00	0%	\$	-	100%	\$	7,350.00
8.3.8	Generator Slab	1	LS	\$	13,125.00	\$	13,125.00	100%	\$	13,125.00	0%	\$	-	100%	\$	13,125.00
8.3.9	CL2 Mixer Concrete Repair	1	LS	\$	4,200.00	\$	4,200.00	0%	\$	-	0%	\$	-	0%	\$	-



8.3.10	Chem Storage Slab	1	LS	\$	4,200.00	\$	4,200.00	0%	\$	-	0%	\$	0%	\$	-
8.3.11	3 Steel Canopies	1	LS	\$	36,163.05	\$	36,163.05	100%	\$	36,163.05	0%	\$	100%	\$	36,163.05
8.3.12	3 Bollards per C02	1	LS	\$	2,702.70	\$	2,702.70	100%	\$	2,702.70	0%	\$	100%	\$	2,702.70
8.3.13	Static Mixer & Chlorine Injection Precast Vault	1	LS	\$	16,500.00	\$	16,500.00	100%	\$	16,500.00	0%	\$	100%	\$	16,500.00
8.3.14	Existing Control Room Door	1	LS	\$	12,600.00	\$	12,600.00	100%	\$	12,600.00	0%	\$	100%	\$	12,600.00
8.3.15	Existing Control Room Roof	1	LS	\$	22,575.00	\$	22,575.00	0%	\$	-	0%	\$	0%	\$	-
				WWTP Sitework Total											
						\$	253,661.95		\$	165,940.75		\$	7,657.44	\$	173,598.19
8.4	Yard Piping														
8.4.1	12" Effluent Piping	1	LS	\$	60,000.00	\$	60,000.00	100%	\$	60,000.00	0%	\$	100%	\$	60,000.00
8.4.2	12" Influent Piping	1	LS	\$	50,000.00	\$	50,000.00	100%	\$	50,000.00	0%	\$	100%	\$	50,000.00
8.4.3	6" Sludge Piping	1	LS	\$	25,000.00	\$	25,000.00	0%	\$	-	0%	\$	0%	\$	-
8.4.4	8" Backwash Piping	1	LS	\$	30,000.00	\$	30,000.00	3.47%	\$	1,041.40	0.00%	\$	3.47%	\$	1,041.40
8.4.5	Misc. Underground Piping, Tie-Ins, Demo, Etc.	1	LS	\$	10,000.00	\$	10,000.00	100%	\$	10,000.00	0%	\$	100%	\$	10,000.00
8.4.6	Static Mixer & Chlorine Injection Vault Piping - Material	1	LS	\$	3,339.00	\$	3,339.00	100%	\$	3,339.00	0%	\$	100%	\$	3,339.00
8.4.7	Static Mixer & Chlorine Injection Vault Piping - Labor	1	LS	\$	1,443.75	\$	1,443.75	100%	\$	1,443.75	0%	\$	100%	\$	1,443.75
				Yard Piping Total											
						\$	179,782.75		\$	125,824.15		\$	-	\$	125,824.15
8.5	Headworks														
8.5.1	Influent Pump Installation per SP10	1	LS	\$	6,460.65	\$	6,460.65	100%	\$	6,460.65	0%	\$	100%	\$	6,460.65
8.5.2	Grating Support Channel and New Grating per SP10	1	LS	\$	5,537.70	\$	5,537.70	100%	\$	5,537.70	0%	\$	100%	\$	5,537.70
8.5.3	Headworks Pump Piping - Material	1	LS	\$	20,002.50	\$	20,002.50	100%	\$	20,002.50	0%	\$	100%	\$	20,002.50
8.5.4	Headworks Pump Piping - Labor	1	LS	\$	7,381.50	\$	7,381.50	100%	\$	7,381.50	0%	\$	100%	\$	7,381.50
				Headworks Total											
						\$	39,382.35		\$	39,382.35		\$	-	\$	39,382.35
8.6	Biological Treatment Facility														
8.6.1	Excavation	1	LS	\$	75,000.00	\$	75,000.00	100%	\$	75,000.00	0%	\$	100%	\$	75,000.00
8.6.2	Subgrade & Base Rock	1	LS	\$	25,000.00	\$	25,000.00	100%	\$	25,000.00	0%	\$	100%	\$	25,000.00
8.6.3	Tank Slab Form & Pour	1	LS	\$	262,500.00	\$	262,500.00	100%	\$	262,500.00	0%	\$	100%	\$	262,500.00
8.6.4	Tank Slab Rebar	1	LS	\$	330,750.00	\$	330,750.00	100%	\$	330,750.00	0%	\$	100%	\$	330,750.00
8.6.5	Tank Walls Form & Pour	1	LS	\$	682,500.00	\$	682,500.00	100%	\$	682,500.00	0%	\$	100%	\$	682,500.00
8.6.6	Tank Walls Rebar	1	LS	\$	309,750.00	\$	309,750.00	100%	\$	309,750.00	0%	\$	100%	\$	309,750.00
8.6.7	Sloped Fills	1	LS	\$	52,500.00	\$	52,500.00	100%	\$	52,500.00	0%	\$	100%	\$	52,500.00
8.6.8	Backfill	1	LS	\$	7,500.00	\$	7,500.00	100%	\$	7,500.00	0%	\$	100%	\$	7,500.00
8.6.9	Aluminum Stair with Railing	1	LS	\$	20,245.05	\$	20,245.05	100%	\$	20,245.05	0%	\$	100%	\$	20,245.05
8.6.10	AeroMod Equipment Installation	1	LS	\$	203,054.25	\$	203,054.25	100%	\$	203,054.25	0%	\$	100%	\$	203,054.25
8.6.11	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Material	1	LS	\$	28,407.75	\$	28,407.75	100%	\$	28,407.75	0%	\$	100%	\$	28,407.75
8.6.12	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Labor	1	LS	\$	23,404.50	\$	23,404.50	100%	\$	23,404.50	0%	\$	100%	\$	23,404.50
8.6.13	Selector Tank Piping - Material	1	LS	\$	819.00	\$	819.00	100%	\$	819.00	0%	\$	100%	\$	819.00
8.6.14	Selector Tank Piping - Labor	1	LS	\$	3,601.50	\$	3,601.50	100%	\$	3,601.50	0%	\$	100%	\$	3,601.50
8.6.15	Conduit and Pneumatic Systems - Material	1	LS	\$	1,312.50	\$	1,312.50	100%	\$	1,312.50	0%	\$	100%	\$	1,312.50
8.6.16	Conduit and Pneumatic Systems - Labor	1	LS	\$	8,100.75	\$	8,100.75	100%	\$	8,100.75	0%	\$	100%	\$	8,100.75
8.6.17	Aeration Tank Piping - Material	1	LS	\$	8,111.25	\$	8,111.25	100%	\$	8,111.25	0%	\$	100%	\$	8,111.25

8.6.18	Aeration Tank Piping - Labor	1	LS	\$	20,160.00	\$	20,160.00	100%	\$	20,160.00	0%	\$	-	100%	\$	20,160.00
8.6.19	Clarifier Piping - Material	1	LS	\$	5,785.50	\$	5,785.50	100%	\$	5,785.50	0%	\$	-	100%	\$	5,785.50
8.6.20	Clarifier Piping - Labor	1	LS	\$	7,203.00	\$	7,203.00	100%	\$	7,203.00	0%	\$	-	100%	\$	7,203.00
8.6.21	Digester Tank Piping - Material	1	LS	\$	5,323.50	\$	5,323.50	100%	\$	5,323.50	0%	\$	-	100%	\$	5,323.50
8.6.22	Digester Tank Piping - Labor	1	LS	\$	16,290.75	\$	16,290.75	100%	\$	16,290.75	0%	\$	-	100%	\$	16,290.75
8.6.23	6"SL, 2W, 12"LPA, 4"SL - SP01 - Material	1	LS	\$	58,338.00	\$	58,338.00	100%	\$	58,338.00	0%	\$	-	100%	\$	58,338.00
8.6.24	6"SL, 2W, 12"LPA, 4"SL - Labor	1	LS	\$	34,156.50	\$	34,156.50	100%	\$	34,156.50	0%	\$	-	100%	\$	34,156.50
8.6.25	7 Sch 10 Stainless LPA Crossovers per SP02	1	LS	\$	9,483.60	\$	9,483.60	100%	\$	9,483.60	0%	\$	-	100%	\$	9,483.60
8.6.26	9 Hose Racks per SP01	1	LS	\$	7,087.50	\$	7,087.50	100%	\$	7,087.50	0%	\$	-	100%	\$	7,087.50
				Biological Treatment Total												
8.7	Blower Building															
8.7.1	Earthwork	1	LS	\$	5,000.00	\$	5,000.00	100%	\$	5,000.00	0%	\$	-	100%	\$	5,000.00
8.7.2	Blower Building Concrete	1	LS	\$	36,750.00	\$	36,750.00	100%	\$	36,750.00	0%	\$	-	100%	\$	36,750.00
8.7.3	Concrete Masonry	1	LS	\$	20,947.50	\$	20,947.50	100%	\$	20,947.50	0%	\$	-	100%	\$	20,947.50
8.7.4	Roof Structure	1	LS	\$	42,000.00	\$	42,000.00	100%	\$	42,000.00	0%	\$	-	100%	\$	42,000.00
8.7.5	Doors	1	LS	\$	7,035.00	\$	7,035.00	100%	\$	7,035.00	0%	\$	-	100%	\$	7,035.00
8.7.6	New Blowers in Blower Building	1	LS	\$	6,460.65	\$	6,460.65	100%	\$	6,460.65	0%	\$	-	100%	\$	6,460.65
8.7.7	Valves and Supports SP20 - Material Only	1	LS	\$	2,798.25	\$	2,798.25	100%	\$	2,798.25	0%	\$	-	100%	\$	2,798.25
8.7.8	Blower Piping to Mech. Coupling Outside Blower Bldg	1	LS	\$	8,190.00	\$	8,190.00	95%	\$	7,780.50	0%	\$	-	95%	\$	7,780.50
8.7.9	2 Bollards per SP19	1	LS	\$	2,086.35	\$	2,086.35	100%	\$	2,086.35	0%	\$	-	100%	\$	2,086.35
8.7.10	HVAC	1	LS	\$	13,679.40	\$	13,679.40	0%	\$	-	0%	\$	-	0%	\$	-
				Blower Building Total												
8.8	Operations Building															
8.8.1	Basement Gravel Fill	1	LS	\$	5,000.00	\$	5,000.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.2	Concrete Infill	1	LS	\$	15,750.00	\$	15,750.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.3	Interior Framing	1	LS	\$	15,750.00	\$	15,750.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.4	Drywall	1	LS	\$	6,300.00	\$	6,300.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.5	Doors & Windows	1	LS	\$	16,800.00	\$	16,800.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.6	Roof	1	LS	\$	4,200.00	\$	4,200.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.7	Cabinetry	1	LS	\$	11,550.00	\$	11,550.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.8	Misc. Finishes	1	LS	\$	21,000.00	\$	21,000.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.9	Plumbing M04 - Rough In	1	LS	\$	8,263.50	\$	8,263.50	0%	\$	-	0%	\$	-	0%	\$	-
8.8.10	Plumbing M04 - Top-Out	1	LS	\$	21,273.00	\$	21,273.00	0%	\$	-	0%	\$	-	0%	\$	-
8.8.11	Plumbing M04 - Trim	1	LS	\$	9,975.00	\$	9,975.00	0%	\$	-	0%	\$	-	0%	\$	-
				Operations Building Total												
8.9	Effluent Pumping Station / Chlorine Contact Basin															
8.9.1	Structure Demolition	1	LS	\$	14,175.00	\$	14,175.00	100%	\$	14,175.00	0%	\$	-	100%	\$	14,175.00
8.9.2	Install Effluent Pumps & Chlorine Sample Pump	1	LS	\$	6,460.65	\$	6,460.65	100%	\$	6,460.65	0%	\$	-	100%	\$	6,460.65
8.9.3	New HDPE Panels at existing baffle frames	1	LS	\$	6,260.10	\$	6,260.10	100%	\$	6,260.10	0%	\$	-	100%	\$	6,260.10
8.9.4	FRP Grating per X08	1	LS	\$	6,825.00	\$	6,825.00	90%	\$	6,142.50	0%	\$	-	90%	\$	6,142.50
8.9.5	Weir Plate per D/SP23	1	LS	\$	2,625.00	\$	2,625.00	100%	\$	2,625.00	0%	\$	-	100%	\$	2,625.00
8.9.6	PVC Stilling Well per SP23	1	LS	\$	2,310.00	\$	2,310.00	100%	\$	2,310.00	0%	\$	-	100%	\$	2,310.00

8.9.7	Grating Support Channel and New Grating per SP23	1	LS	\$	5,537.70	\$	5,537.70	100%	\$	5,537.70	0%	\$	-	100%	\$	5,537.70
8.9.8	Pipe Supports with U Bolts A/C05	1	LS	\$	1,845.90	\$	1,845.90	100%	\$	1,845.90	0%	\$	-	100%	\$	1,845.90
8.9.9	Effluent Pump Piping - Material	1	LS	\$	22,879.50	\$	22,879.50	100%	\$	22,879.50	0%	\$	-	100%	\$	22,879.50
8.9.10	Effluent Pump Piping - Labor	1	LS	\$	9,093.00	\$	9,093.00	100%	\$	9,093.00	0%	\$	-	100%	\$	9,093.00
8.9.11	Effluent Pump Station 2W Piping - Material	1	LS	\$	4,898.25	\$	4,898.25	100%	\$	4,898.25	0%	\$	-	100%	\$	4,898.25
8.9.12	Effluent Pump Station 2W Piping - Labor	1	LS	\$	5,223.75	\$	5,223.75	100%	\$	5,223.75	0%	\$	-	100%	\$	5,223.75
<b>Effluent Pump Station Total</b>																
8.10	<b>Equipment Procurement</b>															
8.10.1	General Equipment & Mechanical Requirements	1	LS	\$	5,000.00	\$	5,000.00	95%	\$	4,750.00	3%	\$	150.00	98%	\$	4,900.00
8.10.2	Submersible Non-Clog Influent Pumps	1	LS	\$	57,697.50	\$	57,697.50	100%	\$	57,697.50	0%	\$	-	100%	\$	57,697.50
8.10.3	Submersible Non-Clog Effluent Pumps	1	LS	\$	57,697.50	\$	57,697.50	100%	\$	57,697.50	0%	\$	-	100%	\$	57,697.50
8.10.4	Package Biological Treatment Facility	1	LS	\$	1,563,759.75	\$	1,563,759.75	100%	\$	1,563,759.75	0%	\$	-	100%	\$	1,563,759.75
8.10.5	Static Mixer	1	LS	\$	5,910.45	\$	5,910.45	100%	\$	5,910.45	0%	\$	-	100%	\$	5,910.45
8.10.6	Laboratory Glassware, Apparatus and Equipment	1	LS	\$	17,000.00	\$	17,000.00	100%	\$	17,000.00	0%	\$	-	100%	\$	17,000.00
8.10.7	Sampling, Lab and Monitoring Equipment	1	LS	\$	753.90	\$	753.90	100%	\$	753.90	0%	\$	-	100%	\$	753.90
8.10.8	FRP Stop Gates and FRP Chemical Metering Enclosure	1	LS	\$	62,946.99	\$	62,946.99	85.61%	\$	53,890.05	0.00%	\$	-	85.61%	\$	53,890.05
8.10.9	Chemical Metering Equipment	1	LS	\$	19,778.86	\$	19,778.86	0%	\$	-	0%	\$	-	0%	\$	-
<b>Equipment Total</b>																
8.11	<b>Painting</b>															
8.11.1	Buildings and Doors	1	LS	\$	15,382.50	\$	15,382.50	50%	\$	7,691.25	0%	\$	-	50%	\$	7,691.25
8.11.2	Piping and Miscellaneous	1	LS	\$	15,382.50	\$	15,382.50	30%	\$	4,614.75	10%	\$	1,538.25	40%	\$	6,153.00
<b>Painting Total</b>																
8.12	<b>Electrical</b>															
8.12.1	Generator	1	LS	\$	173,853.75	\$	173,853.75	100%	\$	173,853.75	0%	\$	-	100%	\$	173,853.75
8.12.2	Light Fixtures	1	LS	\$	24,440.85	\$	24,440.85	100%	\$	24,440.85	0%	\$	-	100%	\$	24,440.85
8.12.3	Aqua Sierra Controls	1	LS	\$	147,383.25	\$	147,383.25	90%	\$	132,644.93	5%	\$	7,369.16	95%	\$	140,014.09
8.12.4	Motor Control Centers, Panels, Transformers, Etc.	1	LS	\$	222,247.20	\$	222,247.20	100%	\$	222,247.20	0%	\$	-	100%	\$	222,247.20
8.12.5	Underground Trenching, Backfill, Pads, Conduit	1	LS	\$	143,079.30	\$	143,079.30	100%	\$	143,079.30	0%	\$	-	100%	\$	143,079.30
8.12.6	Electrical Demo and New Work in Control Bldg, Electric Bldg, Blower Bldg and Operations Bldg	1	LS	\$	60,241.65	\$	60,241.65	90.00%	\$	54,217.49	0.00%	\$	-	90.00%	\$	54,217.49
8.12.7	Headworks, Effluent Pumps, Chlorine Electric	1	LS	\$	11,550.00	\$	11,550.00	95%	\$	10,972.50	0%	\$	-	95%	\$	10,972.50
8.12.8	Disposal Site Electric Not Counting Panels	1	LS	\$	6,825.00	\$	6,825.00	90%	\$	6,142.50	5%	\$	341.25	95%	\$	6,483.75
8.12.9	Job Move-In Temp Power	1	LS	\$	3,675.00	\$	3,675.00	100%	\$	3,675.00	0%	\$	-	100%	\$	3,675.00
8.12.10	Set Main Switchboard, Service, MCC2	1	LS	\$	36,626.10	\$	36,626.10	100%	\$	36,626.10	0%	\$	-	100%	\$	36,626.10
8.12.11	Hook-Up New Motors	1	LS	\$	10,363.50	\$	10,363.50	95%	\$	9,845.33	0%	\$	-	95%	\$	9,845.33
<b>Electrical Total</b>																
<b>Bld Item 8 Total</b>																
9	<b>Bld Item 9</b>															
	All work as required to install the Indirect Sludge Dryer System as defined in Addendum No. 3.															
9.1	Administration Requirements	1	LS	\$	20,000.00	\$	20,000.00	97%	\$	19,400.00	1%	\$	200.00	98%	\$	19,600.00
9.2	Indirect Sludge Dryer System	1	LS	\$	558,979.15	\$	558,979.15	95%	\$	531,030.19	0%	\$	-	95%	\$	531,030.19

9.3	Demolition	1	LS	\$	5,250.00	\$	5,250.00	100%	\$	5,250.00	0%	\$	-	100%	\$	5,250.00
9.4	Concrete Slab	1	LS	\$	21,000.00	\$	21,000.00	100%	\$	21,000.00	0%	\$	-	100%	\$	21,000.00
9.5	Decrease Bio Tank Size	1	LS	\$	(45,150.00)	\$	(45,150.00)	100%	\$	(45,150.00)	0%	\$	-	100%	\$	(45,150.00)
9.6	Paving	1	LS	\$	3,300.00	\$	3,300.00	95%	\$	3,135.00	5%	\$	165.00	100%	\$	3,300.00
9.7	Gas, Water, Drain & Misc. Piping for Sludge Dryer - Material	1	LS	\$	2,903.25	\$	2,903.25	100%	\$	2,903.25	0%	\$	-	100%	\$	2,903.25
9.8	Gas, Water, Drain & Misc Piping for Sludge Dryer - Labor	1	LS	\$	4,305.00	\$	4,305.00	100%	\$	4,305.00	0%	\$	-	100%	\$	4,305.00
9.9	Sludge Dryer System Installation	1	LS	\$	33,143.25	\$	33,143.25	100%	\$	33,143.25	0%	\$	-	100%	\$	33,143.25
9.10	Sludge Dryer Venting	1	LS	\$	49,714.35	\$	49,714.35	100%	\$	49,714.35	0%	\$	-	100%	\$	49,714.35
9.11	Doors	1	LS	\$	9,555.00	\$	9,555.00	0%	\$	-	50%	\$	4,777.50	50%	\$	4,777.50
				<b>Bid Item 9 Total</b>		\$	<b>663,000.00</b>		\$	<b>624,731.04</b>		\$	<b>5,142.50</b>		\$	<b>629,873.54</b>
				<b>TOTAL</b>		\$	<b>10,631,000.00</b>		\$	<b>8,581,305.78</b>		\$	<b>61,049.18</b>		\$	<b>8,642,354.96</b>

Original Contract Amount	\$	10,631,000.00
Total Change Orders	\$	48,312.65
Total Contract + Change Orders	\$	10,679,312.65
Contract Work + Change Orders Performed To Date	\$	8,690,150.62
Work To Date Minus 5% Retention	\$	8,255,643.09
Previous Billed Less 5% Retention	\$	8,184,997.35
Work To Date Minus Previous Billed	\$	70,645.74
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	<b>70,645.74</b>

## Change Orders

Change Orders											
Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total to Date	
						Qty	\$	Qty	\$	Qty	\$
Change Order No. 1											
1-1	PCO 1: Provide Flygt Non-Clog Submersible Pumps rather than listed Wilo Pumps.	1	LS	\$ (3,421.97)	\$ (3,421.97)	100%	\$ (3,421.97)	0%	\$ -	100%	\$ (3,421.97)
1-2	PCO 2: Delete 24' wide double swing access gate	1	LS	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
1-3	PCO 3: Relocation of influent sewer per drawing CO3	1	LS	\$ (9,016.87)	\$ (9,016.87)	100%	\$ (9,016.87)	0%	\$ -	100%	\$ (9,016.87)
1-4	PCO 4: Provide supply bond for Thermo-Flite Indirect Sludge Dryer.	1	LS	\$ 2,838.33	\$ 2,838.33	100%	\$ 2,838.33	0%	\$ -	100%	\$ 2,838.33
1-5	PCO 5: Add two 12" 45 elbows with restraints & relocate existing 4" 1W to avoid conflict with the new 12" INFP	1	LS	\$ 2,123.58	\$ 2,123.58	100%	\$ 2,123.58	0%	\$ -	100%	\$ 2,123.58
1-6	PCO 6: Provide permanent gutter on west side of existing Dewatering Building	1	LS	\$ 855.00	\$ 855.00	100%	\$ 855.00	0%	\$ -	100%	\$ 855.00
1-7	PCO 7: Provide permanent DI and culvert installation for staging area drainage	1	LS	\$ 1,889.44	\$ 1,889.44	100%	\$ 1,889.44	0%	\$ -	100%	\$ 1,889.44
1-8	PCO 8: Providing permanent crushed rock gravel surface for staging area (material cost only)	1	LS	\$ 4,541.09	\$ 4,541.09	100%	\$ 4,541.09	0%	\$ -	100%	\$ 4,541.09
1-9	PCO 9: Delete misc. instruments per RFI's 5, 6, 7	1	LS	\$ (740.11)	\$ (740.11)	100%	\$ (740.11)	0%	\$ -	100%	\$ (740.11)
1-10	PCO 10: Fabricate and install new PLC SCADA and Pump Control Panel	1	LS	\$ 30,891.62	\$ 30,891.62	100%	\$ 30,891.62	0%	\$ -	100%	\$ 30,891.62
Change Order No. 1 Total							\$ 29,960.11		\$ -		\$ 29,960.11
Change Order No. 2											
2-1	PCO 11: MiniCAS relay for existing influent pump including shipping. Add input from MiniCAS relay for existing influent pump to SCADA.	1	LS	\$ 764.83	\$ 764.83	100%	\$ 764.83	0%	\$ -	100%	\$ 764.83
2-2	PCO 14: Disposal site changes per revised drawing D01 and Submittal 15064-3	1	LS	\$ 10,041.69	\$ 10,041.69	100%	\$ 10,041.69	0%	\$ -	100%	\$ 10,041.69
2-3	PCO 15: Change SCADA panel from single door to double door.	1	LS	\$ 2,364.80	\$ 2,364.80	100%	\$ 2,364.80	0%	\$ -	100%	\$ 2,364.80
2-4	PCO 16: Changes in earthwork at Disposal site to raise roads.	1	LS	\$ 4,101.72	\$ 4,101.72	100%	\$ 4,101.72	0%	\$ -	100%	\$ 4,101.72
2-5	from contract. Overexcavation cost at Blower Building: \$105.00-Bld Item 2: <\$72,730.00> = <\$72,625.00>	1	LS	\$ (72,625.00)	\$ (72,625.00)	100%	\$ (72,625.00)	0%	\$ -	100%	\$ (72,625.00)
Change Order No. 2 Total							\$ (55,351.96)		\$ -		\$ (55,351.96)
Change Order No. 3											
3-1	PCO 18: MCC Re-location at Disposal Site	1	LS	\$ 5,169.94	\$ 5,169.94	80%	\$ 4,135.95	10%	\$ 516.99	90%	\$ 4,652.95
3-2	PCO 19 rev 1: Furnish & install ceiling mounted fan & ducting with thermostatic control in Blower Bldg.	1	LS	\$ 3,472.08	\$ 3,472.08	100%	\$ 3,472.08	0%	\$ -	100%	\$ 3,472.08
3-3	PCO 20 rev 1: Furnish & install 8 Revised Light Fixtures at Bio Tank	1	LS	\$ -	\$ -	100%	\$ -	0%	\$ -	100%	\$ -
3-4	PCO 21: Transmission line boring extra work 12/3/2012 - 12/10/2012	1	LS	\$ 36,878.38	\$ 36,878.38	100%	\$ 36,878.38	0%	\$ -	100%	\$ 36,878.38
3-5	PCO 22: Furnish & install PT Framing at Contact Basin	1	LS	\$ 11,471.58	\$ 11,471.58	100%	\$ 11,471.58	0%	\$ -	100%	\$ 11,471.58
3-6	PCO 23: Gas Meter Pad & Bollards, as required by PG&E	1	LS	\$ 3,914.76	\$ 3,914.76	100%	\$ 3,914.76	0%	\$ -	100%	\$ 3,914.76
Change Order No. 3 Total							\$ 59,872.75		\$ 516.99		\$ 60,389.75

Change Order No. 4											
4-1	PCO 24 rev 1: Delete 3 Blowoff Assemblies from the Recycled Water Transmission Main	1	LS	\$ (15,000.00)	\$ (15,000.00)	0%	\$ -	100%	\$ (15,000.00)	100%	\$ (15,000.00)
4-2	PCO 25: Fabricate and install structural steel repairs to Contact Basin baffle frames	1	LS	\$ 2,522.93	\$ 2,522.93	0%	\$ -	100%	\$ 2,522.93	100%	\$ 2,522.93
4-3	PCO 26: New 1" gas line from new meter location to existing unit heaters	1	LS	\$ 1,526.53	\$ 1,526.53	0%	\$ -	100%	\$ 1,526.53	100%	\$ 1,526.53
4-4	PCO 27: Change 4 Air Release Valves to buried concrete valve boxes	1	LS	\$ 8,311.52	\$ 8,311.52	0%	\$ -	100%	\$ 8,311.52	100%	\$ 8,311.52
4-5	PCO 28: Hilltop Drive 6" Sewer Main Repair	1	LS	\$ 15,436.78	\$ 15,436.78	0%	\$ -	100%	\$ 15,436.78	100%	\$ 15,436.78
	PCO 29: Supply and install aluminum 30" wide by 20' long access platform with handrails both sides & stairs at one end to access Sludge Dryer. Supply & install one 18" sq. sign with black lettering. Delete two man doors in Sludge Dryer Building. No Cost	1	LS	\$ -	\$ -	0%	\$ -	50%	\$ -	50%	\$ -
4-6	Change Order No. 4 Total				\$ 12,797.76		\$ -		\$ 12,797.76		\$ 12,797.76
TOTAL				\$ 48,312.65		\$ 34,480.90		\$ 13,314.75		\$ 47,795.66	

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*675 Wildwood Avenue  
Rio Dell, Ca 95562  
(707) 764-3532*



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
May 7, 2013**

**TO:** Mayor and Members of the City Council

**THROUGH:** Ron Henrickson, City Manager

**FROM:** Stephanie Beauchaine, Finance Director

**DATE:** April 11, 2013

**SUBJECT:** **Chief of Police Contract Amendment**

**RECOMMENDATIONS**

Approve the Chief of Polices Contract Amendment retroactively to January 1, 2012.

**BUDGETARY IMPACT**

None.

**BACKGROUND AND DISCUSSION**

In 2011 the City completed a compensation study for the City of Rio Dell Employees. One of the outcomes was a significant adjustment to the Public Safety Employees retirement contribution to more closely compete with the PERS retirement system.

The Chief of Polices retirement was changed to 23% of his base salary, however it has come to our attention that making a contribution in this amount exceeds IRS contribution limits. We have spoken to multiple tax and financial planners and determined the best way to correct the agreement is to contribute his retirement to the City 457 b retirement up to the current year maximum, and then pay out the excess earnings as taxable wages. This will give the Chief and his financial planner the opportunity to invest his funds in the most advantageous way possible based on his financial position. This is similar to how the City has contracted for the City Managers retirement benefits.

Approval of the amendment will allow us to correct the over contribution for 2012 and eliminate any future over contributions and tax penalties potentially incurred by the Chief.

---

*675 Wildwood Avenue  
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

A handwritten signature in blue ink, appearing to be "SB", written over the name Stephanie Beauchaine.

DATE: May 7, 2013

SUBJECT: Change Order #5

**RECOMMENDATION**

Approve Change Order

**BUDGETARY IMPACT**

Change Order #5 is a no cost order without any budgetary impact.

**BACKGROUND AND DISCUSSION**

On April 18, 2012 the City received correspondence from Wahlund Construction for the request of Notice of Substantial Completion. The City responded by denying the request resulting from delays in the completion of the sludge dryer, and transmission pipeline.

Wahlund Construction then submitted a written request for an adjustment in contract times to delays beyond the contractor's control. The result is Change Order #5 which extends the substantial completion date 550 days and the final completion date by 65 days. The proposed final completion date is 12/04/2013.

This proposal is recommended by the Design Engineer, Construction Manager, and City Staff.



Project Name:	Rio Dell WWTP Upgrade	HDR Project No.	453770-182149
Project Owner:	City of Rio Dell 675 Wildwood Avenue Rio Dell, CA 95562 ATTN: Jim Stretch / Stephanie Beauchaine	Owner's Project No.:	
		Date of Issuance:	04/30/2013
Project Contractor:	Wahlund Construction / Sequoia Construction 475 Hilltop Drive Rio Dell, CA 95562 ATTN: Bret Rinehart	Date of Contract:	4/4/2012
		Contract Period:	550 days

**It is agreed to modify the Contract referred to above as follows:**

[illegible]

**Summary:** It is agreed to modify the Contract referred to above as follows:

**Contract Price prior to this Change Order**

Contract Time prior to this Change Order

**\$10,679,312.65**

|550 Days

Net Increase (decrease) of this Change Order

Net Increase (decrease) of this Change Order

ISNA

|65 days

Revised Contract Price with all approved Change Orders

Revised Contract Time with all approved Change Orders

\$10,679,312.65

615 Days

The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

*Bret Rinehart*

Accepted for Contractor by:

Date

5/1/13

*[Signature]*

Recommended for Approval By (HDR Engineering, Inc.)

Date

05/01/13

Approved for Owner by:

Attest

Date

*[Signature]* cm

Approved: (Other - when required)

Date

5/1/13

Distribution:

☐ Owner

☐ Contractor

☐ Office

☐ Field

☐ Other

# WAHLUND CONSTRUCTION/ SEQUOIA CONSTRUCTION SPECIALTIES

*A Joint Venture*

April 18, 2013

Jim Stretch  
City of Rio Dell  
675 Wildwood Ave  
Rio Dell, CA 95562

Craig Olson  
HDR, Inc  
2365 Iron Point Road, Suite 300  
Folsom, CA 95630

RE: Rio Dell WWTP Upgrade and Disposal Project Notice of Substantial Completion

In accordance with Specification Section 0700-14.04.A., the Contractor considers the Rio Dell WWTP Upgrade and Disposal Project substantially complete. Substantial completion is defined in Specification Section 01650 as successful completion of demonstration period (including Indirect Sludge Dryer System), recycled water transmission pipeline installed and tested, and effluent disposal site complete.

At this time, the new Biological Treatment System is complete and meeting performance requirements, the recycled water transmission pipeline has been installed and tested from the WWTP to Station 101+64 at the end of Eeloa and the effluent disposal site is complete except the installation of the Tailwater Pumps.

The following items are not complete at this time but we have included an explanation and estimated completion date below:

1. Therma-Flite Indirect Sludge Dryer. Sludge dryer has been delayed by the manufacturer beyond the control of the Contractor. Per Therma-Flite, the installation should be completed the week of 4/22/13 and sludge dryer should be running and processing sludge by 4/29/13. The Contractor and Therma-Flite will haul and pay for the disposal of City sludge until the Therma-Flite Sludge Dryer is operational.

2. Recycled water transmission pipeline from Station 101+64 to the effluent disposal site. This section of pipeline has been redesigned from the original in-bridge crossing of the Eel River to a horizontal directional drilled crossing. A revised Caltrans encroachment permit has been applied for and a Supplemental EIR is being prepared. It is estimated that all permits and the State Lands Commission Lease will be obtained by 10/4/13 and that construction will be completed within 60 days by 12/4/13. The Contractor will install the City's river bar percolation pond by 5/15/13.

3. Installation of Tailwater and Effluent Pumps. These pumps are onsite, painted and ready for installation. As they will not be used prior to final completion of the recycled water transmission pipeline, they have been in storage. We anticipate installing the pumps the week of 4/22/13 to allow for pump startup and testing.

We hereby request that the Engineer issue a certificate of Substantial Completion no later than April 24, 2013 which is the substantial completion date per the Contract. The requirements are included in Specification Section 0700-14.04. Thank you for your consideration. We look forward to a timely final completion of this project.

Signed,



Bret Rinehart  
Project Superintendent  
Wahlund/Sequoia JV



Wahlund/Sequoia Construction  
830 Hilma Drive  
Eureka, California 95503

April 23, 2013

Dear Mr. Bret Rinehart,

The City is in receipt of your letter dated April 18, 2013 requesting a Certificate of Substantial Completion no later than April 24, 2013.

The WWTP Upgrade and Disposal Project Manual Section 01650, Section 1.2, Sub-section C.1. defines substantial completion as "successful completion of the demonstration period (including Indirect Sludge Dryer System), recycled water transmission pipeline installed and tested, and effluent disposal site complete. Substantial completion does not include existing Sludge Building Demolition and Operations Building Improvements."

As you are aware the Sludge Dryer and recycled water transmission pipeline have not yet been completed and tested. Based on the definition of substantial completion provided in the WWTP Upgrade and Disposal Project Manual the City is denying your request for Certificate of Substantial Completion.

We would like to request a meeting to discuss alternative options on how to proceed. Please contact me to schedule a meeting. If you have any questions, please don't hesitate to contact me.

Sincerely,

Stephanie Beauchaine  
Finance Director/WWTP Project Manager  
City of Rio Dell

Cc: Jim Stretch, City Manager  
Mayor Thompson, and Members of the City Council  
Rick Chicora, Wastewater Superintendent  
Richard Behrens, Construction Manager

# WAHLUND CONSTRUCTION/ SEQUOIA CONSTRUCTION SPECIALTIES

*A Joint Venture*

April 24, 2013

Jim Stretch  
City of Rio Dell  
675 Wildwood Ave  
Rio Dell, CA 95562

Craig Olson  
HDR, Inc  
2365 Iron Point Road, Suite 300  
Folsom, CA 95630

RE: Rio Dell WWTP Upgrade and Disposal Project Notice of Delay Claim

In accordance with Specification Section 0700-12.02 and 12.03, this is a written notice of Claim for an adjustment in the Contract times due to delays beyond the control of the Contractor.

The following items which are required for Substantial Completion have been delayed beyond the control of the Contractor:

1. Therma-Flite Indirect Sludge Dryer. The Sludge Dryer has been delayed by the manufacturer beyond the control of the Contractor. Therma-Flite was the listed manufacturer for the Sludge Dryer system, prequalified by the City. Therma-Flite delayed the delivery of the Sludge Dryer and continues to delay the startup of the Sludge Dryer as they work through various design changes. It has also been determined that the City failed to provide the correct gas service pressure which will further delay the startup of the Sludge Dryer. Per the latest email from Mike McCawley at Therma-Flite dated 4/19/13, the installation should be completed the week of 4/22/13 and sludge dryer should be running and processing sludge by 4/29/13. Performance testing is estimated to commence on 5/28/13 and be completed on 6/4/13. The Sludge Dryer is a critical path item as it is required for substantial completion.

2. Recycled water transmission pipeline from Station 101+64 to the effluent disposal site. As a benefit to the City, this section of pipeline has been redesigned from the original in-bridge crossing of the Eel River to a horizontal directional drilled crossing. A letter dated 4/5/13, from City Manager Jim Stretch, states that the City would like to proceed with the directional drilling change order, but will require a Supplemental EIR as advised prior to Council approval. A revised Caltrans encroachment permit has been applied for and a Supplemental EIR is being prepared. It is estimated that all permits and the State Lands Commission Lease will be obtained by 10/4/13 and that construction will be completed within 60 days by 12/4/13. We have tried to implement this change as quickly as possible, but the EIR and permitting timeline is beyond the control of the Contractor as it is dictated by the Owner, the various agencies and CEQA requirements. The recycled water transmission main is a critical path item as it is required for substantial completion.

In accordance with Specification Section 0700-12.03, the Contract Times will be extended in an amount equal to the time lost due to such delay. We hereby request that the substantial completion and final completion Contract Times for this project be extended to 12/4/13 in accordance with the specifications. Thank you for your consideration.

Signed,



Bret Rinehart  
Project Superintendent  
Wahlund/Sequoia JV

*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



May 7, 2013

TO: Honorable Mayor and City Council

FROM: Jim Stretch, City Manager

SUBJECT: Review of City Council Member assignments to Boards, Committees, Commissions and Joint Powers Agencies

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review the assignments to the various Boards, Committees, Commissions and Joint Powers Agencies made on January 15, 2013 (attached) and approve any changes that the Council believes are appropriate.

BACKGROUND AND DISCUSSION

Section 2.55.070 of the Rio Dell Municipal Code provides that the Council shall by majority vote authorize membership and appoint representatives of the City to such organizations as Humboldt Transit Authority, Humboldt County Association of Governments, Humboldt Waste Management Authority and others. Typically the Council makes these appointments annually at the same meeting when they select the Mayor.

On January 15, 2013 the City Council approved the attached appointments with consideration given to Council Member Leonard's preference in terms of avoiding travel and night meetings.

As you know the Council accepted Mr. Leonard's resignation on March 5, 2013 and the process to fill the position began immediately, culminating in the appointment of Mr. Gordon Johnson this evening. The Council may want to make changes to the current assignments at this time based on its new membership. Or, the City Council may wish to discuss the assignments at this time and defer a decision until the next regular meeting on May 21, 2013.

## CITY COUNCIL BOARD/COMMITTEE/COMMISSION ASSIGNMENTS

	<u>Appointee</u>	<u>Alternate</u>
Humboldt County Association of Governments (HCAOG)	Thompson	Leonard
<ul style="list-style-type: none"> <li>Meets 3rd Thursday at 4:00 PM in Eureka</li> </ul>		
Humboldt County Convention & Visitors Bureau	Leonard	Marks
<ul style="list-style-type: none"> <li>Meets Quarterly for lunch (various locations)</li> </ul>		
Humboldt County Waste Management Authority (HCWMA)	Thompson	Wilson
<ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Thursday @ 6:30 PM in Eureka</li> </ul>		
Humboldt Transit Authority (HTA)	Woodall	Leonard
<ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Wednesday at 9:00 AM at HTA</li> </ul>		
League of California Cities (Redwood Empire Division) (LOCC)	Woodall	Marks
<ul style="list-style-type: none"> <li>Meets Quarterly (various locations)</li> </ul>		
Redwood Region Economic Development Commission	Wilson	Marks
Leonard		
(RREDC)		
<ul style="list-style-type: none"> <li>Meets 4<sup>th</sup> Monday at 6:30 PM in Eureka</li> </ul>		
Local Agency Formation Commission (LAFco)		
(No current appointment on LAFco)		
Redwood Coast Energy Authority	Wilson	Marks
<ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Monday at 3:00 PM in Eureka</li> </ul>		
Humboldt/Del Norte Hazardous Response Authority	Woodall	Marks
<ul style="list-style-type: none"> <li>Meets Quarterly at 4:30 PM in Eureka</li> </ul>		

### Internal Committees

Traffic Committee	Marks	Wilson
(Meetings scheduled as needed)		

As updated 1-15-13

675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



To: Honorable Rio Dell City Council  
From: Graham Hill, Chief of Police  
Through: Jim Stretch, City Manager  
Date: May 7<sup>th</sup>, 2013  
Subject: Monthly Police Report for March/April 2013

#### **Council Action**

- Receive and File

#### **Summary**

This is a general summary of activity concerning Personnel, Training, Nuisance Abatement, Animal Control, and Incident/Arrest data.

#### **Personnel**

Nothing to report for the month of March

#### **Training**

Officer Beauchaine attended the ICI Investigator Course during the month of March. Sergeant Wiener will be attending homicide investigator school in May.

#### **Nuisance Abatement**

A study session for the amended Nuisance Abatement Ordinance took place on April 23<sup>rd</sup>. A second study session will be scheduled at the request of the Council to address the issue of Hearing Officers contained within the new version. In the mean time the County Health Department is handling an urgent complaint dealing with a vector issue.

#### **Animal Control**

A low cost animal shot clinic has been scheduled for June 1<sup>st</sup> at 10:00 AM with the Riverwalk Veterinary Hospital. We will be licensing dogs during the clinic.



In April we had a serious dog bite that took place on private property on Meadowbridge Lane. The victim of the bite sustained serious injuries requiring surgery. The dog was quarantined and the has since been relinquished to the city of Rio Dell for final disposition.

## **Equipment**

The transmission on the 2003 Crown Victoria (that we purchased from the City of Atherton) failed and the vehicle was permanently taken out of service (140K + miles). We have rehabilitated the 2000 Crown Victoria, removing the light bar and faded decals, and I have assigned that unit to me, and assigned the truck to Officer Beauchaine.

## **Statistics**

*See attached (all of our calls are documented as Calls for Service and if the call is determined to be criminal or otherwise warrants additional documentation it is documented more thoroughly as an Incident. If, as a result of the investigation associated with the Incident an arrest is made that information is documented in the Arrest Module. I have attached information regarding Incidents and Arrests, but elected to exclude calls for service as the information is somewhat cumbersome. It should be noted that when viewing the arrest information our system only produces the "primary" offense in the statistical report. In many cases one person can be charged with multiple crimes).*

## **Attachments**

- Incident Offense Total Month to Month Comparison
- Arrest Total by Violation

**CITY OF RIO DELL**  
**POLICE DEPARTMENT**  
675 WILDWOOD AVENUE  
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**Incident Offense Totals Month to Month Comparison**

03/01/2013 to 05/01/2013

Offense Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
B&P 4060 - Possess Controlled Drug w/out				1									1
BW - M - RDPD Bench Warrant - Misdemeanor				2									2
CVC 10851 - Stolen Vehicle			1										1
CVC 12500 - No Drivers License			3										3
CVC 14601 - Driving w/ Suspended or Revoked			2	3									5
CVC 22350 - Basic Speed			1										1
CVC 23152(a) - DUI - Impaired Alcohol or Drugs			1	2									3
CVC 23152(b) - DUI - .08 BAC			1	1									2
CVC 4462.5 - Display False Reg. Tabs				1									1
Dog Bite - - Animal vs. human/Animal vs. animal				1									1
H&S 11364(a) - Possession of Drug			1	1									2
H&S 11550 - Under The Influence Contr'd			2	1									3
OW - M - Outside Agency Arrest/Bench Bench			2	4									6
PC 1203.2 - Misdemeanor Violation of Probation			2	3									5
PC 13700 - Domestic Violence Incident			1										1
PC 148(a)(1) - Resist , delay, obstruct officer				3									3
PC 148.9(a) - False ID to Police Officer				1									1
PC 192 - Manslaughter				1									1
PC 240 - Assault			1										1
PC 242 - Battery			1	4									5
PC 243(e)(1) - Battery on a Cohabitant			1	4									5
PC 243.4 - Sexual Battery				1									1

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INC-020

**CITY OF RIO DELL**  
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**Incident Offense Totals Month to Month Comparison**

03/01/2013 to 05/01/2013

Offense Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
PC 245(a)(1) - Assault with Deadly Weapon or				1									1
PC 273.5 - Domestic Violence			1										1
PC 290(g)(2) - Failure to register - Felony				1									1
PC 3056 - Legal Custody of Parolees				1									1
PC 459 - Burglary				2									2
PC 488 - Petty Theft				3									3
PC 503 - Embezzlement			1										1
PC 594 - Vandalism				2									2
PC 602 - Trespass Circumstances			1										1
PC 647(f) - Public Intoxication			1	5									6
W&I 5150 - Mental Disorder			1		1								2
<b>Total</b>			25	49	1								75
<b>Percentage</b>			33.33	65.33	1.33								

**CITY OF RIO DELL  
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**Arrest Totals By Violation**

03/01/2013 TO 05/01/2013

Violation	Total
B/W - M RDPD Bench Warrant - Misdemeanor	1
CVC 12500 No Drivers License	2
CVC 14601 Driving w/ Suspended or Revoked	4
CVC 23152(a) DUI - Impaired Alcohol or Drugs	1
CVC 23152(b) DUI - .08 BAC	2
CVC 23222(a) Open Container While Driving	1
H&S 11364(a) Possession of Drug Paraphernalia	3
H&S 11550 Under The Influence Contrl'd Substance	3
O/W - M Outside Agency Arrest/Bench Bench	4
PC 1203.2 Misdemeanor Violation of Probation	2
PC 148(a) (1) Resist , delay, obstruct officer	2
PC 148.9(a) False ID to Police Officer	2
PC 242 Battery	2
PC 243(e) (1) Battery on a Cohabitant	4
PC 245(a) (1) Assault with Deadly Weapon or	1
PC 273.5 Domestic Violence	1
PC 290(g) (2) Failure to register - Felony	1
PC 647(f) Public Intoxication	4
<b>Grand Total</b>	<b>40</b>

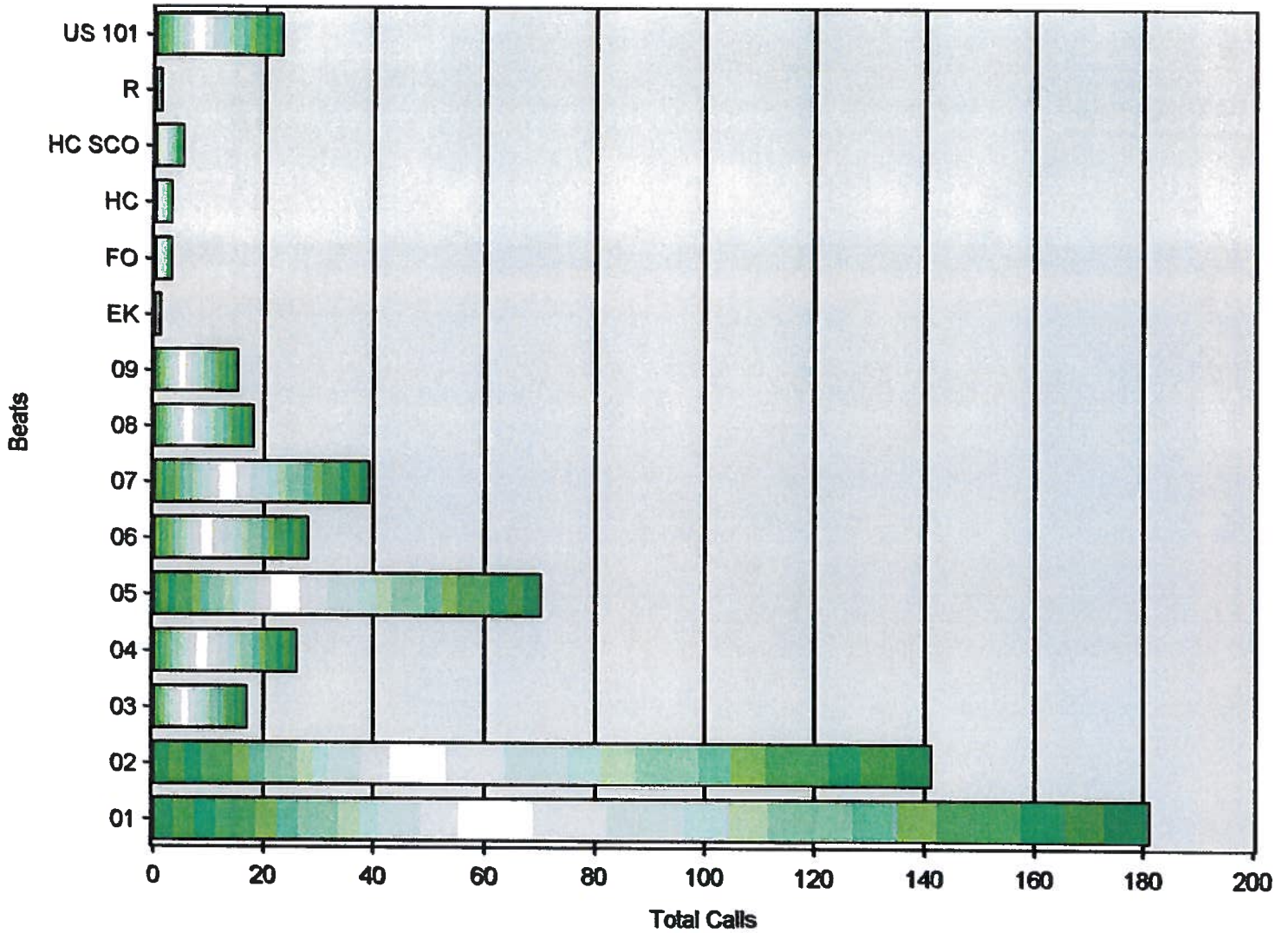
**675 WILDWOOD AVENUE**675 WILDWOOD AVENUE  
RIO DELL CA, 95562Page : 1  
Agency : RDPD**Calls For Service Totals By Beat**

03/01/2013 to 04/30/2013

Beat	Description	# Calls For Service	% Calls
01	Beat #1	181	31.70 %
02	Beat #2	141	24.69 %
03	Beat #3	17	2.98 %
04	Central-West Rio Dell (see beat map)	26	4.55 %
05	Central-Center Rio Dell (see beat map)	70	12.26 %
06	Central-West Rio Dell (see beat map)	28	4.90 %
07	North-West Rio Dell (see beat map)	39	6.83 %
08	North-Central Rio Dell (see beat map)	18	3.15 %
09	North-East Ri Dell (see beat map)	15	2.63 %
EK	Eureka City Limits	1	0.18 %
FO	Fortuna City Limits	3	0.53 %
HC	Humboldt County	3	0.53 %
HC SCO	Humboldt County - Scotia Town Limits	5	0.88 %
R	Eel River in Rio Dell City Limits	1	0.18 %
US 101	US 101	23	4.03 %
<b>Total Calls For Service</b>		<b>571</b>	

# POLICE DEPARTMENT

Calls For Service By Beat  
From: 03/01/2013 To: 04/30/2013 For Agency:RDPD





# POLICE DEPARTMENT

Calls For Service By Beat  
From: 03/01/2013 To: 04/30/2013 For Agency:RDPD

